

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to formally request an advertisement for [specific product/service or event] that I believe would be beneficial for both your bank and our community.

[Explain the nature of the advertisement and any relevant details, including the target audience, the benefits of the advertisement, and how it will be executed.]

I believe this collaboration could enhance your bank's visibility in our community and attract new customers. I would be grateful for the opportunity to discuss this proposal further.

Thank you for considering my request. I look forward to your positive response.

Warm regards,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]