Date:

To: [Recipient Name]

XYZ Corporation authorizes ABC Agency to carry out an advertising campaign for its new product. We have accepted your bid and payment will be made according to the conditions discussed in our agreement.

We expect the campaign to begin before the official launch of the product. Therefore, you must begin your work this month. We would like to see your finalized ideas on the 15th of August. The television and radio advertisement must go on air on the 25th of August.

You will find attached a copy of our agreement. Kindly visit the office on Wednesday with the signed contract. The management would also like to hold a meeting with you for further discussion.

Sincerely,

**[Write Complete Name Here]**

[Contact]