

Dear Team,

As we continue to uphold our standards of professionalism, we are implementing enhanced dress code guidelines specifically for client meetings. These guidelines are designed to ensure that we present the best possible image to our clients.

Dress Code Standards:

- Business formal attire is required for all client meetings.
- Men should wear a suit and tie, accompanied by dress shoes.
- Women are encouraged to wear business suits, dresses, or professional separates with appropriate footwear.
- Avoid overly casual attire such as jeans, sneakers, or t-shirts.

Please ensure that your attire is neat, clean, and pressed. Pay attention to grooming and overall presentation.

Thank you for your cooperation in maintaining our professional standards.

Sincerely,

[Your Name]

[Your Position]