

# Inquiry for Adjustment of Brand Guidelines

Date: [Insert Date]

To: [Brand Manager's Name]

[Brand Manager's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Brand Manager's Name],

I hope this message finds you well. I am writing to inquire about a potential adjustment to our brand guidelines in light of the upcoming product launch of [Product Name].

As we prepare for this exciting launch, we believe that a few modifications to the current brand guidelines could enhance our marketing efforts and better align with our target audience's expectations. Specifically, we are considering the following adjustments:

- [Adjustment 1: Brief description]
- [Adjustment 2: Brief description]
- [Adjustment 3: Brief description]

We are eager to maintain brand consistency while ensuring that our new product stands out in the market. I would appreciate your insights on this matter and whether we can schedule a meeting to discuss this further.

Thank you for your attention to this inquiry. I look forward to your feedback.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]