

# Brand Guidelines Confirmation

Date: [Insert Date]

Dear [Partner's Name],

We are pleased to confirm our brand guidelines as follows:

## Brand Identity

Our brand identity comprises the following elements:

- Logo Usage: [Description]
- Color Palette: [Description]
- Typography: [Description]
- Imagery Guidelines: [Description]

## Brand Voice

Our communication style should remain:

- Professional yet approachable
- Consistent and clear
- Engaging and informative

Please refer to the attached document for comprehensive details and visual references.

We appreciate your adherence to these guidelines as we continue our partnership.

Thank you!

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]