

Subject: Inquiry About Brand Guidelines

Dear [Marketing Team/Specific Name],

I hope this message finds you well. I am reaching out to inquire about the current brand guidelines that are in place for [Company/Brand Name]. As we work on our upcoming marketing initiatives, it's crucial for us to ensure that we are aligned with our brand identity.

Could you please provide me with the latest version of the brand guidelines document? Specifically, I am interested in:

- Logo usage and specifications
- Color palette
- Typography
- Imagery style
- Dos and Don'ts for brand representation

If there are any additional resources or tools that could help us maintain brand consistency, please do share them as well.

Thank you for your assistance. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]