

Brand Guidelines Re-evaluation

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Re-evaluation of Brand Guidelines for Consistency

Dear [Recipient Name],

I hope this message finds you well. As part of our ongoing efforts to ensure that our brand remains consistent and true to our core values, I would like to initiate a re-evaluation of our current brand guidelines.

In recent months, we have observed some inconsistencies in how our brand is represented across different platforms and materials. To strengthen our overall brand identity, it is essential that we align our messaging, visuals, and tone of voice.

I propose we schedule a meeting to discuss the following key areas:

- Review of existing brand guidelines
- Identification of inconsistencies in current branding
- Recommendations for updates and improvements
- Strategies for implementation and communication

Please let me know your availability for a meeting in the coming weeks, so we can collaborate on this important initiative.

Thank you for your attention to this matter. I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]