

Request for Clarity on Brand Guidelines

Date: [Insert Date]

To: [Design Department Contact Name]

From: [Your Name] - [Your Position]

Dear [Design Department Contact Name],

I hope this message finds you well. I am currently working on [Project/Task Name] and I want to ensure that we adhere to our brand guidelines effectively.

However, I have encountered some areas where I require clarification, specifically in the following sections:

- [Section/Aspect 1]
- [Section/Aspect 2]
- [Section/Aspect 3]

Your assistance in providing specific guidance on these points would be greatly appreciated. I believe that having clarity will not only help streamline our work but also maintain the integrity of our brand.

Thank you for your time and support. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]