

Rebranding Project Milestones

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Milestones Update for Rebranding Project

Dear [Recipient Name],

I am pleased to provide you with an update on the milestones for our ongoing rebranding project. Below are the key achievements and upcoming tasks:

Milestone Achievements:

- **Research Phase Completion:** [Date]
- **Brand Strategy Finalization:** [Date]
- **New Logo Design Unveiled:** [Date]

Upcoming Milestones:

- **Website Redesign Launch:** [Date]
- **Social Media Campaign Kick-off:** [Date]
- **Official Brand Launch Event:** [Date]

We appreciate your support as we move forward with this project. Please feel free to reach out if you have any questions or need additional information.

Best regards,

[Your Name]

[Your Position]

[Your Company]