

Phased Rebranding Timeline

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Phased Rebranding Timeline Announcement

Dear [Recipient's Name],

We are excited to announce the upcoming phased rebranding of [Your Company Name]. As we move forward with this initiative, we have outlined a timeline to ensure a smooth transition that aligns with our vision and goals.

Timeline Overview

- **Phase 1: Research & Strategy (Month 1 - Month 2)**
 - Conduct market research
 - Define brand messaging
- **Phase 2: Design Development (Month 3 - Month 4)**
 - Create new visual identity
 - Design marketing collateral
- **Phase 3: Internal Rollout (Month 5)**
 - Introduce rebranding to staff
 - Provide training on new brand guidelines
- **Phase 4: External Launch (Month 6)**
 - Launch new branding publicly
 - Implement updated marketing strategies

We believe that this rebranding effort will enhance our market presence and strengthen our commitment to our customers. We appreciate your continued support and look forward to embarking on this journey together.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]