

Letter Template: Promotional Packaging Design Requirements

Date: [Insert Date]

To: [Design Team/Designer Name]

From: [Your Name/Your Company]

Subject: Promotional Packaging Design Requirements

Dear [Design Team/Designer Name],

I hope this message finds you well. As we prepare for our upcoming promotional campaign, I would like to outline the requirements for the packaging design.

Design Elements

- Brand Colors: [Specify Colors]
- Logo: [Attach or specify logo placement]
- Typography: [Specify fonts and styles]

Material Specifications

The packaging should be made from environmentally-friendly materials, preferably recycled or biodegradable.

Size and Dimensions

Please ensure the dimensions are suitable for [Specify Product], with the following measurements: [Insert Dimensions].

Artwork Requirements

All artwork should be in high-resolution (300 dpi) and provided in [Specify Format, e.g., AI, PSD, etc.].

Deadline

We would appreciate having the initial designs submitted by [Insert Deadline].

Thank you for your attention to these requirements. Please let me know if you have any questions or need further information.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]