

# Branding Guidelines Distribution

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Distribution of Our New Branding Guidelines

Dear [Recipient Name],

We are excited to announce the launch of our new branding guidelines following our recent rebrand. These guidelines are designed to ensure consistency and integrity in the way we present our brand across all platforms.

Enclosed you will find the comprehensive branding guidelines document. This includes:

- Logo usage
- Color palette
- Typography
- Imagery and graphics standards
- Tone of voice and messaging

We encourage you to review these guidelines carefully and incorporate them into all your communications and marketing materials. For any questions or clarifications, please do not hesitate to reach out to the branding team at [Branding Team Contact Information].

Thank you for your cooperation and support in making our brand shine.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]