

Supplier Involvement in Product Launch Strategy

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

I hope this message finds you well. We are excited to inform you that we are in the initial stages of launching our new product, [Product Name], and we value your partnership as a key supplier in this endeavor.

As we develop our product launch strategy, we believe your involvement will be crucial to our success. We would like to invite you to participate in our upcoming strategy meetings, where we will discuss timelines, logistics, and collaborative opportunities.

The first meeting is scheduled for [Insert Date and Time] at [Insert Location/Virtual Link]. We encourage you to bring your insights and suggestions, as your expertise and capabilities play an integral role in ensuring a smooth launch.

Thank you for your continued support. We look forward to your positive response and to working closely together on this exciting project.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]