

Letter of Adjustment to Design Guidelines

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

I am writing to inform you about the recent adjustments made to our design guidelines for the upcoming magazine layout. After careful consideration and feedback from our creative team, we have identified several key areas that require updates to enhance our overall aesthetic and reader experience.

1. Layout Structure

The grid system will now feature a more flexible approach, allowing for varied column widths to accommodate diverse content types.

2. Typography

We are introducing a new primary font, [Font Name], which aims to improve readability and appeal.

3. Color Palette

The updated color palette will feature softer hues, ensuring better harmony and visual comfort for our readers.

4. Image Use

We request that images adhere to a specific minimum resolution of [insert resolution] to maintain quality across digital and print formats.

Please find the detailed guidelines attached for your reference. We appreciate your flexibility and commitment to upholding the standards of our publication.

Thank you for your attention to these adjustments. Should you have any questions or require further clarification, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]