

Design Concept Approval

Date: [Insert Date]

To: [Collaborator's Name]
[Collaborator's Title]
[Company Name]
[Company Address]

Dear [Collaborator's Name],

We are excited to present the design concept for [Project Name] that outlines our vision for this collaboration. After reviewing our initial discussions and brainstorming sessions, we have developed a design that captures the essence of your brand while fulfilling the project objectives.

Attached you will find the design concept document, which includes sketches, color palettes, and design rationale. We believe this design aligns with our mutual goals and will resonate well with our target audience.

We kindly request your approval to move forward with this concept. Please review the attached document and provide your feedback by [Insert Feedback Deadline]. We are looking forward to your thoughts and hope to proceed with the next steps of the project soon.

Thank you for your partnership and collaboration.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]