

Date: [Insert Date]

To: [Client Name]

From: [Your Name]

Subject: Creative Brief Overview Submission

Dear [Client Name],

We are pleased to submit our creative brief overview for your review. This document outlines our proposed strategy, objectives, and creative direction for the [Project Name].

Project Overview

[Insert short description of the project, its importance, and expected outcomes.]

Objectives

- [Objective 1]
- [Objective 2]
- [Objective 3]

Target Audience

[Briefly describe the target audience for the project.]

Key Messages

[List the key messages to communicate through this project.]

Timeline

[Provide a timeline for project deliverables.]

We look forward to your feedback and any further discussions to ensure we align perfectly with your vision.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]