

Promotional Signage Details for Product Launch

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Product Launch Details

Product Name: [Product Name]

Launch Date: [Launch Date]

Location: [Launch Location]

Signage Requirements

- Type of Signage: [e.g., Banners, Posters, Digital Displays]
- Content: [Description of what to include]
- Size Specifications: [Dimensions of the signage]
- Color Scheme: [Preferred colors to match branding]
- Location of Signage: [Where to place the signage]

Deadlines

Design Submission: [Insert Deadline]

Final Approval: [Insert Deadline]

Installation Date: [Insert Date]

Contact Information

If you have any questions, please contact:

Name: [Contact Person]

Email: [Contact Email]

Phone: [Contact Phone Number]

Thank you for your attention to these details. We look forward to an exciting product launch!

Best regards,

[Your Name]

[Your Position]

[Your Company]