

Product Specifications Sharing Letter

Date: [Insert Date]

To: [Supplier's Name]

Company: [Supplier's Company Name]

Address: [Supplier's Address]

Dear [Supplier's Name],

We are excited to inform you about our new product, [Product Name], which will be launched on [Launch Date]. In line with this, we would like to share the specifications and requirements for your reference and action.

Product Specifications

- **Dimension:** [Dimension Details]
- **Material:** [Material Details]
- **Color:** [Color Options]
- **Weight:** [Weight Details]
- **Packaging:** [Packaging Details]
- **Compliance Standards:** [Compliance Information]

Please ensure that the products meet the above specifications by [Deadline for Compliance]. Should you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]