

Supplier Briefing on New Product Release

Date: [Insert Date]

Dear [Supplier's Name],

We are excited to announce the upcoming release of our new product, [Product Name]. As our valued partner, we want to keep you informed and ensure that you have all the necessary details to support this launch.

Product Overview

[Brief description of the product, its features, and benefits.]

Launch Timeline

The product is scheduled to be launched on [Launch Date]. We will be holding a briefing session on [Briefing Date] at [Briefing Location/Platform], where we will share further details and answer any questions you may have.

Support Materials

Attached to this letter are the product specifications and promotional materials that will assist you in preparing for the launch.

RSVP

Please confirm your attendance at the briefing session by [RSVP Date]. Your feedback and support are crucial to the success of this product.

Thank you for your continued partnership. We look forward to collaborating with you on this exciting new venture.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]