

Dear Team,

We are excited to announce an update to our packaging guidelines effective immediately. This update aims to enhance sustainability and improve the safety and presentation of our products.

Key Changes:

- All packaging materials must be recyclable or biodegradable.
- New dimensions for packaging to optimize shipping space.
- Updated labeling requirements for clear product information.

Please review the attached document for detailed guidelines and illustrations of the new packaging standards. Your cooperation is vital to ensure a smooth transition.

If you have any questions or need further assistance, do not hesitate to reach out.

Thank you for your attention and support.

Best Regards,

[Your Name]

[Your Position]

[Your Company]