

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[HP Inc.]  
[Recipient Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Style Guide for HP Laptop Marketing Materials

I hope this letter finds you well. Enclosed is the proposed style guide for marketing materials related to HP laptops. This guide outlines the formatting, tone, and branding elements to ensure consistency across all promotional and informational content.

1. **\*\*Brand Voice\*\***
  - Friendly and professional
  - Innovative and trustworthy
2. **\*\*Logo Usage\*\***
  - Always use the official HP logo as provided
  - Maintain adequate whitespace around the logo
3. **\*\*Color Palette\*\***
  - Primary Colors: [List primary colors with hex codes]
  - Secondary Colors: [List secondary colors with hex codes]
4. **\*\*Typography\*\***
  - Headings: [Font Name, Size, Weight]
  - Body Text: [Font Name, Size, Weight]
5. **\*\*Imagery\*\***
  - High-quality images of products in use
  - Include diverse representations of users
6. **\*\*Tone and Language\*\***
  - Use clear, concise language
  - Avoid jargon; aim for accessibility
7. **\*\*Formatting Guidelines\*\***
  - Paragraphs: [Spacing, Alignment]
  - Bullet Points: [Style and Format]

Please review the attached guide and provide any feedback by [feedback deadline]. I look forward to our collaborative efforts in maintaining HP's esteemed brand identity.

Thank you for your attention to this matter.

Best regards,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your Company]