

[Your Name]  
[Your Position]  
[Your Company]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Position]  
[Recipient Company]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

We are excited to announce the launch of our new XS Seasonal Collection, designed to bring a fresh and vibrant vibe to your wardrobe. This collection draws inspiration from [brief description of inspiration, e.g., "the beauty of nature in spring"], showcasing [number] unique styles that are perfect for [specific occasions or activities].

The XS Seasonal Collection will be available starting [launch date]. We have also planned an exclusive preview event on [event date] at [event location], where you can experience the collection firsthand.

We believe this launch will not only enhance our brand offerings but will also resonate with our valued customers. Please feel free to reach out if you have any questions or need further details.

Thank you for your continued support! We look forward to sharing this exciting new chapter with you.

Warm regards,

[Your Name]  
[Your Position]  
[Your Company]