**Product Announcement Letter**

**Date: \_\_\_\_, \_\_ 2000**

**Product Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Product Introduction**

Write a detail note about the introduction. Try to be concise yet compressive while explaining your new product. Write a detail note about the introduction. Try to be concise yet compressive while explaining your new product. Write a detail note about the introduction. Try to be concise yet compressive while explaining your new product. Write a detail note about the introduction. Try to be concise yet compressive while explaining your new product.

# Key Features:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

# Value Proposition:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
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* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Inauguration Schedule**

Write the schedule of inauguration of your new product with as much possible information you can provide. And if there any special discount is available for clients?

**Who can use it?**

|  |  |  |
| --- | --- | --- |
| **Expect Users** | **Purpose of Use** | **Why to Use** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. | * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |

**Product Details:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Product Code** | **Specification** | **Version** | **Price ($US)** | **Discounted Price** |
|  |  |  |  |  |

**Bulk Purchase Option:**

Try to mention, if there is bulk purchase option is available and what will be the price bracket for it.

**Warranty and Service Details:**

What will be the warranty status of this product and will service of repairing available?

**For more information:**

Mr./Mrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Email@website.com](mailto:Email@website.com)