

Notification of Editorial Style Update

Dear [Team/Staff Name],

We are writing to inform you of an important update to our editorial style guidelines that will take effect on [date]. This update is part of our ongoing effort to maintain clarity, consistency, and professionalism in all our publications.

The key changes include:

- **Grammar and Usage:** [Brief description of updates]
- **Formatting:** [Brief description of updates]
- **Brand Voice:** [Brief description of updates]

Please review the updated guidelines in detail, which can be found at [link to guidelines]. We encourage all team members to familiarize themselves with these changes and incorporate them into your work.

If you have any questions or need further clarification, do not hesitate to reach out to [Contact Person's Name] at [Contact Email].

Thank you for your attention and cooperation in this matter.

Best regards,
[Your Name]
[Your Title]
[Your Organization]