

Bi-Weekly Newsletter Circulation Details

Dear Team,

We are excited to announce the upcoming circulation of our bi-weekly newsletter. Below are the details:

Circulation Schedule

- **Start Date:** [Insert Start Date]
- **Frequency:** Every two weeks on [Insert Day]
- **Delivery Method:** Email & Available on [Insert Platform]

Content Submission

Please submit your content by the following deadlines:

- **Submission Deadline:** [Insert Deadline Date]
- **Format:** [Insert Required Format]

Contact Information

If you have any questions, please reach out to [Insert Contact Person] at [Insert Email] or [Insert Phone Number].

Thank you for your continued contributions!

Best Regards,
[Your Name]
[Your Position]