

Subject: Transition to Digital-First Newsletter Distribution

Dear [Recipient's Name],

As part of our ongoing efforts to enhance communication and engagement, we are excited to announce a transition to a digital-first approach for our newsletter distribution. This shift aims to streamline access to content and reduce our environmental footprint.

Starting [Start Date], all newsletters will be distributed exclusively via email and our website. This change will ensure that you receive timely updates, important announcements, and engaging content directly to your inbox, making it more accessible than ever before.

To ensure you continue to receive our newsletters, please confirm your email address by clicking the link below:

[Confirm Email Address](#)

We appreciate your understanding and support as we embrace this exciting new format. If you have any questions, feel free to reach out to us at [Contact Information].

Thank you for being a valued part of our community.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]