

Newsletter Engagement Metrics Assessment

Dear [Recipient's Name],

I hope this message finds you well. As part of our ongoing efforts to enhance our newsletter, we have conducted an assessment of the engagement metrics over the last [time frame, e.g., quarter]. Below are the key findings:

Key Metrics

- **Open Rate:** [Percentage]% - [Description]
- **Click-Through Rate:** [Percentage]% - [Description]
- **Unsubscribe Rate:** [Percentage]% - [Description]
- **Forwarding Rate:** [Percentage]% - [Description]

Analysis

[Brief analysis of the metrics, trends, and any noteworthy observations]

Recommendations

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

We would appreciate your feedback on the above findings and recommendations. Please let us know if you would like to schedule a meeting to discuss this further.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]