

Revision Notification: Magazine Style Guide

Date: [Insert Date]

Dear [Team/Staff Members],

We would like to notify you that the style guide for our magazine has been revised. The updates will enhance clarity, consistency, and our overall editorial standards.

Key Changes Include:

- Updated guidelines on typography and font usage
- Revised rules for citations and references
- New sections on digital content standards

Please review the updated style guide located in our shared directory. It is important that all team members familiarize themselves with these changes by [insert deadline].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Magazine Name]