

# Notice of Updated Style Manual

Date: [Insert Date]

Dear Team,

We are pleased to announce an update to our Style Manual for magazine publications. This revised edition includes enhancements to our formatting guidelines, tone of voice, and editorial standards to ensure consistency and quality in our publications.

## Key Updates Include:

- Revised guidelines on typography and layout.
- Updated voice and tone specifications for our target audience.
- New citation formats for reference materials.
- Clarifications on image usage and copyright compliance.

Please review the updated style manual attached to this email by [insert deadline], and ensure that all upcoming submissions adhere to these new guidelines.

For any questions or further clarification, feel free to reach out.

Thank you for your attention and cooperation.

Best regards,

[Your Name]

[Your Position]

[Magazine Name]