

Subject: Communication List Refresh

Dear Team,

As part of our ongoing efforts to ensure effective communication within our organization, we will be refreshing our communication list. Your input is crucial in making sure we have the most updated information.

Please take a moment to review the current communication list and provide any necessary updates by **[Insert Deadline]**.

Feel free to reach out if you have any questions or if you need assistance.

Thank you for your cooperation!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]