

Media Outreach List Revision

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Revision of Media Outreach List

Dear [Recipient's Name],

I hope this message finds you well. As part of our ongoing efforts to enhance our media outreach strategy, I have conducted a revision of our current media outreach list. Below are the key updates and changes made:

- Removed outdated contacts.
- Added new media outlets relevant to our target audience.
- Updated contact details for existing media representatives.

Please find the revised media outreach list attached for your review. I believe these updates will help us better connect with the media and improve our outreach efforts.

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

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email]