

# Notification of Press List Modifications

Dear [Recipient's Name],

We are writing to inform you of recent modifications to our press list. These changes are effective immediately and have been made to ensure that our communications reach the most appropriate contacts.

## **New Additions:**

- [New Contact Name] - [Email Address] - [Organization]
- [New Contact Name] - [Email Address] - [Organization]

## **Removals:**

- [Removed Contact Name] - [Email Address] - [Organization]
- [Removed Contact Name] - [Email Address] - [Organization]

We appreciate your understanding and support as we strive to improve our communications. If you have any questions or need further assistance, please do not hesitate to reach out.

Thank you for your attention.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Organization]  
[Your Contact Information]