

Subject: Updates to Our Press Outreach List

Dear [Recipient's Name],

I hope this message finds you well. We are reaching out to inform you of some adjustments made to our press outreach list.

Updated Contacts:

- [New Contact Name] - [Publication/Organization] - [Email Address]
- [Removed Contact Name] - [Publication/Organization]

Notes:

- [Brief note about why contacts were added or removed]

- [Any other relevant information]

Thank you for your understanding as we work to keep our list accurate and effective. If you have any questions or additional suggestions, please feel free to reach out.

Best regards,
[Your Name]
[Your Position]
[Your Company]
[Your Phone Number]
[Your Email Address]