

Subject: Enhancements to Our Public Relations Contact List

Dear Team,

I hope this message finds you well. As part of our ongoing efforts to improve our public relations strategy, we are seeking to enhance our PR contact list. Here are the proposed changes:

- **Data Accuracy:** Verify the current information for all contacts.
- **New Additions:** Identify and add relevant media contacts.
- **Category Updates:** Organize contacts by industry and expertise.
- **Regular Updates:** Schedule quarterly reviews of the contact list.

Please provide your feedback on these proposed improvements by **[insert date]**. Your input is invaluable to this process.

Thank you for your attention and collaboration.

Best regards,
[Your Name]
[Your Position]
[Your Company]