

Dear [Recipient's Name],

I hope this message finds you well. We are reaching out to confirm your preferences regarding email notifications from our organization.

To ensure that you receive the information that is most relevant to you, please take a moment to review the options below:

- General Updates
- Promotional Offers
- Event Notifications
- Newsletter Subscriptions

Please reply to this email by [insert date] to indicate your preferences. If we do not hear back from you, we will continue to send notifications based on the current settings.

Thank you for your attention to this matter. We appreciate your feedback!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]