

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Recipient's Name]
[Recipient's Position/Title]
[Organization/Company Name]
[Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Feedback on [Newsletter Title/Date]

I hope this message finds you well. I am writing to provide feedback on the recent edition of your newsletter, [Newsletter Title], published on [Date].

[Positive Feedback: Share what you liked about the newsletter, such as layout, content, or specific articles.]

[Constructive Feedback: Mention any areas where you think improvements could be made. Be specific and polite.]

[Additional Comments: Include any other thoughts or suggestions you might have, such as topics you'd like to see in future editions.]

Thank you for your efforts in keeping us informed. I appreciate the hard work that goes into producing the newsletter and look forward to seeing how it evolves in the future.

Best regards,

[Your Name]
[Your Position/Title (if applicable)]
[Your Organization (if applicable)]
[Your Contact Information]