

****ZDF Mediathek Communication Format Template****

****Subject:**** [Title of the Communication]

****Date:**** [Insert Date]

****To:**** [Recipient's Name/Department]

****From:**** [Your Name/Department]

****1. Introduction****

Briefly introduce the purpose of the communication.

****2. Content Overview****

Provide a summary of the content being addressed.

****3. Key Points****

- Point 1: [Description]

- Point 2: [Description]

- Point 3: [Description]

****4. Action Items****

List any actions required from the recipient.

- Action 1: [Description]

- Action 2: [Description]

****5. Deadlines****

Specify any relevant deadlines or timelines.

****6. Contact Information****

Provide your contact details for follow-up.

****Best Regards,**

[Your Name]

[Your Position]

[Your Contact Information]**