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When you’re writing a newsletter:

* Ask yourself what you’re trying to accomplish and focus on that goal.
* Make your newsletter easy to read by keeping each chunk of information easy to scan. Use headlines, short paragraphs, and bullet points throughout.
* Whenever possible, include timely news so that each edition is fresh.
* Be sure to proofread your newsletter.
* Always provide a way for recipients to stop receiving the newsletter.
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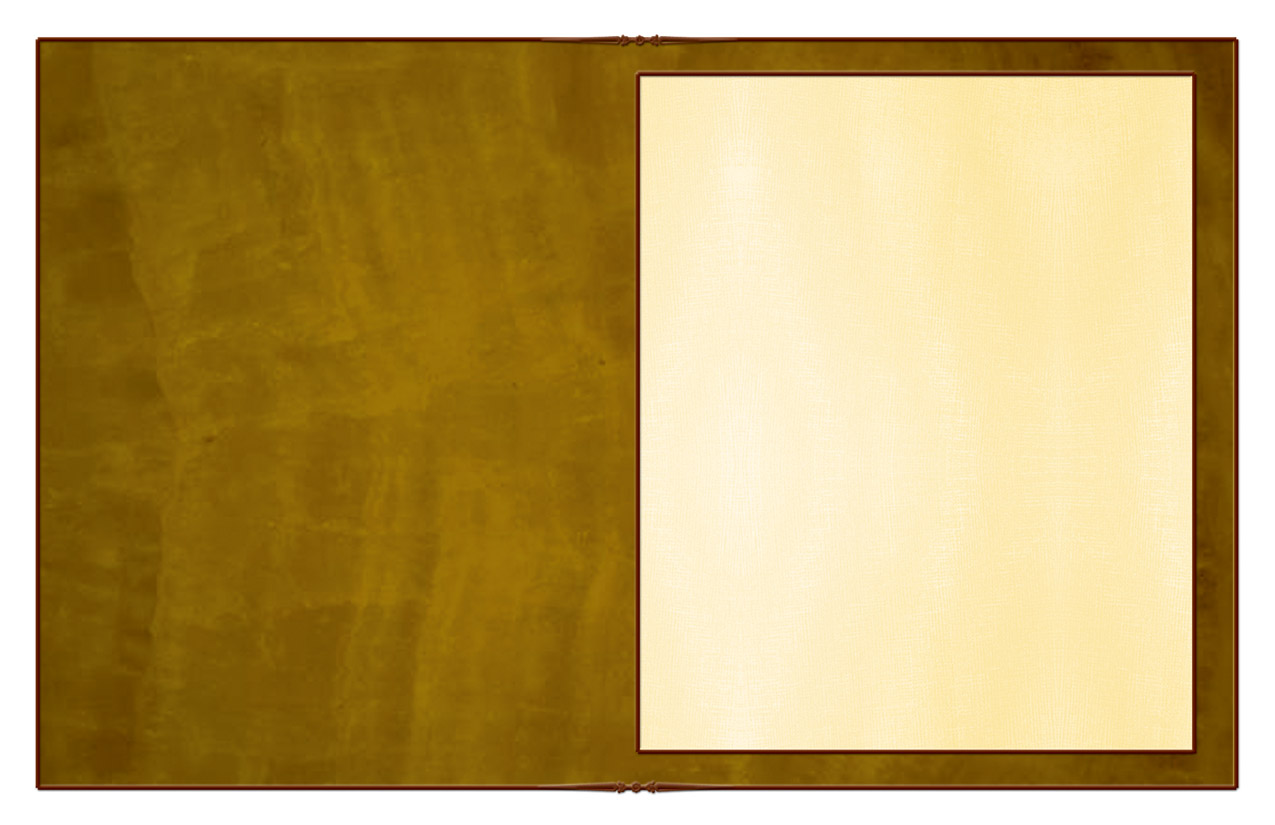
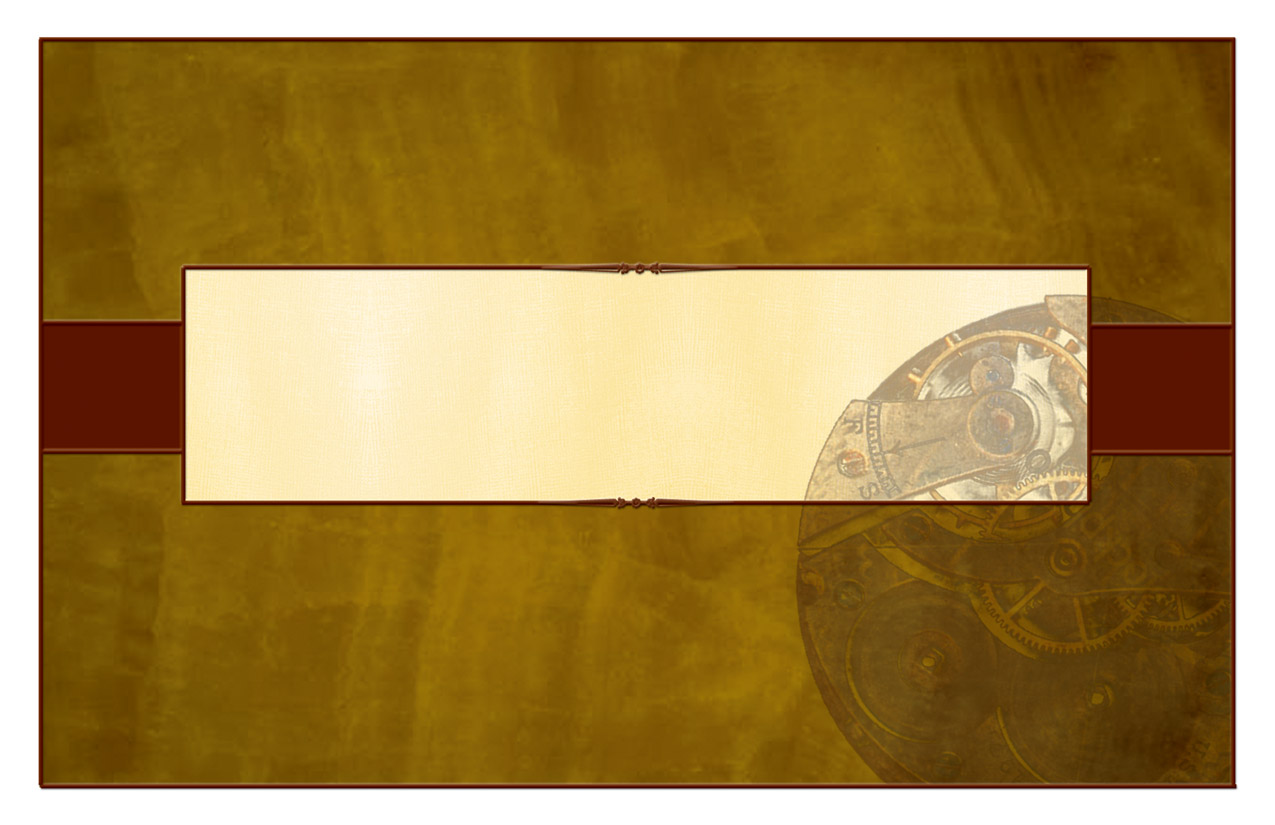
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