Newsletter Title

[Company Name], [Street Address],
[City, ST ZIP Code]
[Web site] [e-mail] [phone]

INSIDE THIS ISSUE

"To catch the reader's attention, place an interesting sentence or quote from the story here."

Getting Started

By Author Name

When designed correctly, a newsletter provides specialized information to a targeted audience. To help you achieve this goal, this template offers suggestions that you can also find in the article in the Template task pane titled "Creating a Newsletter." You may also be interested in reading "Printing a Newsletter," which describes different printing options, such as using large paper to print your newsletter as a folded booklet. In addition to these template Help articles, the task pane also contains links to Help topics related to the Microsoft Office Word features used in this template, such as text boxes. As an added help, before you begin replacing this content with your own, you may want to print this template to, so you can keep these instructions.

To find a particular article within this newsletter, refer to Inside This Issue, on page 1.

In creating a newsletter, first determine the audience. This could be anyone who might benefit from it, such as people interested in purchasing a product or service.

You can compile a mailing list from business reply cards, customer information sheets, business cards collected at trade shows, or membership lists. You might consider purchasing a mailing list from a company that serves your target customer.

Next, establish how much time and money you can spend on your newsletter. These factors will help determine the length of your newsletter and how frequently you publish it.