

# Easy Five-Step E-Newsletter Template

This newsletter outline works best for a single-column email, which is often the easiest to read and format.

**NOTE:** Some email marketing providers don't import images into templates. Use this as a guide for your own or if you know HTML, get [this sample template](#) or [this editable one for MailChimp](#). For visual learners, a template showing the info below is [also available as a PDF](#).

1

## Headline/preview text

Write a specific, attention-getting subject line that hints at what's inside. Generally, shorter is better. Good ones feature news, benefits, urgency, or have an emotional impact. Preview text also entices clicks. Emojis, especially lots of them, could weaken your message, so use them sparingly – preferably at the end. The headline is the first thing people see, however, because it can be harder to write, you may save it for last.

2

## The top

Nidson Norman Group studies show people tend to focus on the top-left in an F-pattern that trails off near the end. Cut the fluff. Answer the questions "What?" and "Why?". Content ideas:

# How Do I Newsletter Business Ideas Tips Step By Step

**D Siedentop**



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