

**To:** Suzanne Shi  
**From:** Aastha Sharma

**Subject:** Revised Draft for Policy Email

Dear Suzanne,

Thank you for sharing the draft with me! I've reviewed it and made a few suggestions to help clarify the message and organize the request more effectively. I've attached the revised version for your consideration. In the revised version, I focused on a more structured layout and professional tone, making it easier for the team to provide the feedback you're looking for.

Let me know what you think and if you'd like to discuss further!

Best regards,  
Aastha Sharma  
Sales Intern