

[Your School/Organization Letterhead]
[Date]

[Student's Name]
[Student's Address]
[City, State, Zip Code]

Dear [Student's Name],

Subject: Important Notification

We hope this message finds you well. We are writing to inform you about [specific reason for notification, e.g., upcoming exams, changes in schedule, important deadlines].

[Provide additional details regarding the notification. Include any necessary dates, expectations, and actions required from the student.]

Please ensure that you [list any actions the student needs to take, if applicable]. If you have any questions or need further assistance, feel free to reach out to [contact information].

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[School/Organization Name]
[Contact Information]