

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Advance Notification Request

I hope this message finds you well. I am writing to formally request advance notification regarding [specific event, decision, or situation] that may affect [mention relevant parties involved or context].

In order to make informed decisions and adequately prepare, I would appreciate receiving any relevant information at least [mention time frame] in advance. This will greatly assist in ensuring that all necessary arrangements are made without disruption.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company/Organization, if applicable]