

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Advance Notice Request

I hope this message finds you well. I am writing to formally request advance notice regarding [specific subject or event you are referring to] that is scheduled for [date].

As [explain your connection or relevance to the subject], I believe having timely information will enable me to [explain why advance notice is important for you or your team].

I would appreciate it if you could provide any relevant updates or details by [specific deadline], if possible. Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title, if applicable]
[Your Company/Organization Name, if applicable]