

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Notification of [Purpose of Notification]

I hope this letter finds you well. I am writing to formally notify you about [briefly explain the reason for the notification].

[Provide further details about the notification, including any relevant dates, obligations, or actions required.]

Please feel free to contact me at [your phone number] or [your email address] if you have any questions or need further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]