

[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: Notice of [Type of Notice]

I hope this letter finds you well. I am writing to formally notify you regarding [brief description of the matter, e.g., lease termination, upcoming meeting, or change in policy].

[Provide additional details about the notice, including any relevant dates, actions required, or information necessary for the recipient.]

Please feel free to reach out if you have any questions or need further clarification regarding this notice.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]