

[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: Effective Date Notification

I hope this message finds you well. I am writing to inform you of the effective date for [specific matter, agreement, or policy]. This change will take effect on [effective date].

Please ensure that all relevant parties are aware of this date and make any necessary adjustments accordingly.

If you have any questions or require further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Title, if applicable]