

[Your Institution's Letterhead]

[Date]

[Student's Name]

[Student's Address]

[City, State, Zip Code]

Dear [Student's Name],

Subject: Notification of [Subject/Reason for Notification]

We hope this letter finds you well. We are writing to inform you about [specific details regarding the notification, such as academic performance, attendance, a scheduled event, etc.].

[Provide more details regarding the notification, including any relevant dates, actions required, deadlines, or consequences.]

If you have any questions or need further assistance, please do not hesitate to contact [appropriate contact person or department] at [contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Institution]

[Contact Information]