

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

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

Subject: Notification

Dear [Recipient's Name],

I am writing to formally inform you about [briefly state the purpose of the notification].

[Provide detailed information regarding the notification, including any necessary dates, consequences, or actions required.]

Please ensure that you acknowledge the receipt of this notification.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]