

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Notification Alert

Dear [Recipient Name],

We are writing to inform you about [briefly state the reason for the alert, e.g., "an important update regarding your account"].

[Provide detailed information regarding the alert, including necessary dates, actions required, or consequences if applicable. Be clear and concise.]

Please feel free to reach out to us at [contact information] if you have any questions or need further assistance.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]