

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company/Organization Address]  
[City, State, Zip Code]

Subject: Official Notification Regarding [Subject Matter]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you about [briefly explain the purpose of the notification, e.g., a policy change, meeting arrangement, etc.].

As per our discussions/arrangements, [provide additional details related to the notification--dates, locations, expectations, or actions required].

Should you have any questions or require further clarification, please do not hesitate to reach out to me directly at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company/Organization Name]