

[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: Notice of [Type of Notice, e.g., Termination, Change of Services, etc.]

I am writing to formally notify you regarding [briefly state the purpose of the notice, e.g., the termination of my lease, the cancellation of services, etc.].

As per the terms outlined in [reference any relevant agreement or policy], I am providing you with [number of days/weeks] notice as required. My last day will be [specific date]. [Add any additional information as necessary].

Please let me know if you require any further information or if there are any specific steps I need to follow during this process.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]