

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

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

Dear [Recipient Name],

I hope this message finds you well.

I am writing to formally inform you that the effective date for [specific change or action] will be [effective date].

Please ensure that all necessary arrangements are made in anticipation of this date. Should you have any questions or require further clarification, feel free to reach out to me at your earliest convenience. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position, if applicable]