

****Certified Mail Letter Template****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: [Subject of the Letter]

I hope this message finds you well. I am writing to [briefly explain the purpose of the letter, such as notifying, requesting, or informing the recipient about a specific issue].

[Provide details regarding the content of the letter, including any relevant dates or facts].

Please respond to this matter by [specific date] to ensure timely resolution. Should you have any questions or require further information, feel free to reach out to me at [your phone number] or [your email].

Thank you for your attention to this important matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]

****Attachments:**** [List any attached documents, if applicable]