

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]
Subject: Important Notice

Dear [Recipient's Name],
I am writing to formally notify you of [briefly state the purpose of the notice].

[Provide detailed information about the notice, including any relevant dates, actions required, or consequences if applicable.]

Please acknowledge receipt of this letter and respond by [provide a specific deadline if necessary].

Thank you for your attention to this important matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]