

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Certified Mail Notification

Dear [Recipient's Name],

This letter serves as a notification that a certified mail has been sent to you on [date of mailing]. The tracking number for your reference is [tracking number].

Please ensure you check your local post office or the tracking link for updates on the delivery status.

If you have any questions or require further assistance, feel free to contact me at [your phone number] or [your email address].

Thank you.

Sincerely,
[Your Name]