

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company/Organization Name]  
[Recipient's Address]  
[City, State, ZIP Code]  
Subject: Notification of [Nature of Notification]  
Dear [Recipient's Name],  
I hope this message finds you well.  
I am writing to formally notify you regarding [brief description of the  
matter, e.g., changes, issues, updates, etc.].  
[Provide further details about the notification, including any relevant  
dates, actions required, or information needed.]  
Please let me know if you have any questions or require further  
information.  
Thank you for your attention to this matter.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position (if applicable)]