

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Department/Division]

Subject: [Subject of the Notice]

Dear [Recipient's Name],

We would like to inform you that [briefly state the purpose of the notice].

[Provide additional details if necessary, keeping it concise.]

Please ensure compliance by [mention any deadlines or actions required].

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Contact Information]