

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

[Recipient Name]
[Company/Organization Name]
[Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of JGB [Insert Specific Purpose, e.g., "Issuance" or "Renewal"]

I hope this letter finds you well.

I am writing to officially notify you regarding the JGB [insert details, e.g., "issuance"] that is scheduled for [insert date or timeframe]. We will be [briefly describe the purpose, e.g., "issuing new bonds", "renewing existing bonds", etc.].

Please find attached [any necessary documents, if applicable]. Should you require any further information or clarification, feel free to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]