

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
Subject: Notification of [Specify Subject, e.g., Change of Policy, Event,  
etc.]  
I hope this message finds you well.  
I am writing to notify you about [briefly explain the reason for the  
notification, e.g., a change in policy, upcoming event, etc.]. This  
change will take effect on [date] and is important because [briefly  
explain the significance or impact of this change].  
Please find below the details regarding this notification:  
- [Detail 1]  
- [Detail 2]  
- [Detail 3]  
If you have any questions or need further clarification, please don't  
hesitate to reach out to me at [your phone number] or [your email  
address].  
Thank you for your attention to this matter.  
Sincerely,  
[Your Name]  
[Your Title]  
[Your Company/Organization Name]