

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Notification of Justice of Peace Appointment

I hope this letter finds you well.

I am writing to formally notify you of my recent appointment as a Justice of the Peace for [Jurisdiction/Area]. This appointment is effective as of [Appointment Date], and I am eager to serve the community in this capacity.

As a Justice of the Peace, I will be responsible for [briefly outline duties], and I am committed to upholding the principles of justice and integrity in all my actions.

Please feel free to reach out if you have any questions or require further information regarding my appointment. I look forward to working collaboratively with you and the community.

Thank you for your attention.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title, if applicable]