

[Your Organization's Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, Province, Postal Code]

Subject: Notification Letter

Dear [Recipient Name],

We hope this letter finds you well. We would like to inform you about [briefly state the purpose of the notification, e.g., an upcoming event, policy change, etc.].

Details of the notification are as follows:

- ****Event/Policy****: [Specify what it is]
- ****Date/Time****: [Specify the date and time if applicable]
- ****Location/Method****: [Provide location or method of communication]
- ****Additional Information****: [Any other relevant details]

We appreciate your attention to this matter and look forward to your response/participation.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]