

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

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notice Regarding [Specify Issue - e.g., Lease Agreement, Water Usage, etc.]

I hope this letter finds you well. I am writing to formally notify you regarding [specific matter] related to [brief context or reference].

[Provide detailed explanation of the situation, including any relevant dates, agreements or terms, and necessary actions required.]

Please respond by [specific response date], so we can resolve this matter promptly. If you have any questions or require further clarification, feel free to reach out to me at [your phone number] or [your email address].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title or Position, if applicable]