

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

[Recipient's Name]
[Recipient's Position]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification for KTBS

I hope this letter finds you well. This is to inform you that [details regarding the KTBS notification, e.g., the upcoming examination schedule, any changes in procedure, important deadlines, etc.].

Please ensure to take note of the following key points:

1. [Point 1]
2. [Point 2]
3. [Point 3]

Should you have any questions or require further clarification, feel free to reach out to me at [your contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Organization, if applicable]