

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, Postal Code]

Subject: Notification Letter

Dear [Recipient's Name],

We hope this message finds you well.

We are writing to formally notify you regarding [specific subject or issue]. [Provide a brief explanation or details about the notification, including any relevant dates, deadlines, or actions required].

Please ensure that you [mention any necessary actions or responses required from the recipient]. Should you have any questions or require further clarification, feel free to contact us at [your contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Contact Information]