

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Subject: Notice of [Specify Nature of Notice, e.g., Termination,
Eviction, etc.]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally notify you that [briefly explain the purpose of the notice, e.g., it is my intent to terminate our lease agreement].

As per our agreement dated [insert date of agreement], the following terms apply:

- [Briefly outline relevant terms related to the notice]
- [Include any required actions or important dates]

Please consider this letter as formal notice. I kindly request that you acknowledge receipt of this notice.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]