

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

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

Dear [Recipient Name],

Subject: Notification of [Specific Reason, e.g., Job Offer, Appointment, etc.]

I hope this message finds you well. I am writing to formally notify you regarding [specific reason for the notification].

[Provide details about the notification, including any relevant dates, events, and other pertinent information.]

Please feel free to contact me at [your phone number] or [your email address] should you have any questions or require further clarification.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position, if applicable]