

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification Regarding LNG Operations

We are writing to inform you about the upcoming activities related to our Liquefied Natural Gas (LNG) operations at [specific location or facility name].

The key details of the notification are as follows:

- **Activity Description**: [Brief description of the LNG operations, e.g., planned maintenance, new project launch, etc.]
- **Date of Activity**: [Start date] to [End date]
- **Impacted Areas**: [List any affected areas or stakeholders]
- **Contact Person**: [Your Name and Title]
- **Contact Information**: [Your phone number and email address]

We appreciate your understanding and support as we continue to ensure safe and efficient LNG operations. Should you have any questions or require further information, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]