

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

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

Subject: LNI Notification

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally notify you regarding the [specific subject of the LNI notification, e.g., "recent changes in labor standards" or "new safety regulations"].

[Brief description of the situation, including relevant details and any important dates or actions required.]

Please let me know if you have any questions or need further information.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company/Organization Name] (if applicable)