

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notification of [Reason for Notification]

Dear [Recipient Name],

We are writing to inform you of [specific details regarding the notification]. This decision has been made due to [reason/explanation]. The effective date of this notification is [date]. We kindly ask you to [any required actions by the recipient].

If you have any questions or require further information, please do not hesitate to contact us at [contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Phone Number]

[Email Address]