

[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]

Dear [Recipient Name],

Subject: Notification of LNC Change

I hope this message finds you well. I am writing to formally notify you of a change in the LNC (License Notification Code) associated with [specific details regarding the license or project, if applicable]. Effective [Date of Change], the LNC will be updated from [Old LNC] to [New LNC]. This change is necessary due to [brief explanation of the reason for the change, if relevant].

Please update your records accordingly and feel free to reach out if you have any questions or require further information regarding this change. Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company/Organization Name]