

[Your Name]  
[Your Title]  
[Your Organization]  
[Date]  
[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
Subject: MHS Notification  
We are writing to inform you about [specific details of the  
notification].  
[Include additional information as necessary: reasons, actions required,  
deadlines, etc.]  
If you have any questions or need further assistance, please do not  
hesitate to contact us at [your phone number] or [your email address].  
Thank you for your attention to this matter.  
Sincerely,  
[Your Name]  
[Your Title]  
[Your Organization]  
[Contact Information]