

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
Subject: Notification of [Subject of Notification]  
I hope this letter finds you well. I am writing to formally notify you  
about [briefly state the purpose of the notification, e.g., a scheduled  
meeting, an upcoming event, changes in policies, etc.].  
Details of the Notification:  
- \*\*Date:\*\* [Insert date]  
- \*\*Time:\*\* [Insert time]  
- \*\*Venue:\*\* [Insert location, if applicable]  
- \*\*Additional Information:\*\* [Any other relevant details]  
Please feel free to reach out if you have any questions or require  
further information.  
Thank you for your attention to this matter.  
Sincerely,  
[Your Name]  
[Your Position, if applicable]  
[Your Organization, if applicable]