

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

[Recipient's Name]  
[Title or Department]

Oakland University  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: [Reason for Notification]

I hope this letter finds you well. I am writing to formally notify  
[describe the purpose of the notification, e.g., my acceptance,  
withdrawal, request, etc.] regarding [specific details related to the  
notification].

[Provide any necessary details, background information, or context  
relevant to the notification.]

I appreciate your attention to this matter and look forward to your  
response. Should you require any further information or documentation,  
please do not hesitate to contact me.

Thank you for your time.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]