

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Subject: Notification of PV NRT

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally notify you regarding the [specific details about the PV NRT, e.g., ongoing study, product issue, etc.].

[Provide a brief overview of the situation, including relevant dates, potential impacts, and any necessary actions that need to be taken.]

Please find attached [any relevant documents or data related to the notification]. I recommend that we [propose any specific actions or solutions moving forward].

Should you have any questions or require further information, please do not hesitate to reach out to me at your convenience.

Thank you for your attention to this matter.

Sincerely,

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