```python
from datetime import date
def create_notice_letter(recipient_name, recipient_address,
date_of_notice, notice_subject, notice_body, sender_name,
sender_address):
 letter_template = f"""
 [Your Company Letterhead]

 [Date: {date_of_notice}]

 [Recipient Name]
 [Recipient Address]

 Subject: {notice_subject}

 Dear {recipient_name},

 {notice_body}

 Sincerely,

 {sender_name}
 {sender_address}
 """
 return letter_template
# Example Usage
recipient_name = "John Doe"
recipient_address = "123 Main St, Springfield"
date_of_notice = date.today().strftime("%B %d, %Y")
notice_subject = "Notice of Meeting"
notice_body = "This letter is to inform you of the upcoming meeting
scheduled for next week."
sender_name = "Jane Smith"
sender_address = "456 Elm St, Springfield"
notice_letter = create_notice_letter(recipient_name, recipient_address,
date_of_notice, notice_subject, notice_body, sender_name, sender_address)
print(notice_letter)
```