

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

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of QJD

I hope this message finds you well. I am writing to formally notify you regarding [specific details of the QJD, such as date, time, location, and any relevant context].

[Include any necessary information or instructions related to the notification.]

Please let me know if you require any further details or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization Name]  
[Your Phone Number]