

[Your Name]

[Your Address]

[City, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, Zip Code]

Dear [Recipient's Name],

Subject: Notification of [Subject/Issue]

I hope this letter finds you well. I am writing to formally notify you regarding [specific issue or subject of notification].

[Provide a brief explanation of the situation, including any relevant dates, events, or actions taken.]

In light of this, I would appreciate your attention to this matter.

[Include any specific actions you expect from the recipient, if applicable.]

Thank you for your prompt attention to this notification. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position (if applicable)]