

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification Regarding [Subject Matter]

We hope this message finds you well. We are writing to inform you about [briefly state the purpose of the notification, e.g., changes in policy, upcoming deadlines, etc.].

[Provide further details about the notification, including any relevant dates, actions required, or important information.]

Please find attached a detailed Excel document that outlines [mention what is included in the Excel file, such as data, schedules, etc.]. We encourage you to review this information at your earliest convenience. If you have any questions or require further clarification, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

[Attachment: Excel Document]