

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

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

Dear [Recipient's Name],
Subject: Notice of [Type of Notice, e.g., Termination, Policy Change,
etc.]

I am writing to formally notify you of [briefly state the purpose of the
notice, e.g., my intent to terminate my contract, a change in the terms
of service, etc.].

As per our agreement/[specific policy or guideline], I am providing this
notice in alignment with the required notice period of [duration, e.g.,
30 days]. This notice will be effective from [start date] and will
conclude on [end date].

[Optionally, include any necessary details or reasons related to the
notice].

Please confirm receipt of this notice and let me know if there are any
further steps required on my part.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position, if applicable]