```vba
Sub CreateNotificationLetter()
 Dim ws As Worksheet
 Dim notification As String
 Dim recipientName As String
 Dim recipientAddress As String
 Dim dateToday As String
 ' Set the worksheet and retrieve data
 Set ws = ThisWorkbook.Sheets("Notifications")
 recipientName = ws.Range("A1").Value
 recipientAddress = ws.Range("A2").Value
 dateToday = Format(Date, "mmmm dd, yyyy")
 ' Create the notification letter
 notification = "Date: " & dateToday & vbCrLf & vbCrLf & _
 recipientName & vbCrLf & _
 recipientAddress & vbCrLf & vbCrLf & _
 "Dear " & recipientName & "," & vbCrLf & vbCrLf & _
 "This is to inform you that [insert notification details here]." & _
vbCrLf & vbCrLf & _
 "Thank you for your attention to this matter." & vbCrLf & vbCrLf & _
 "Sincerely," & vbCrLf & _
 "[Your Name]" & vbCrLf & _
 "[Your Position]" & vbCrLf & _
 "[Your Company]"
 ' Output the notification letter
 MsgBox notification
End Sub
```