

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: [Subject of the Notification]

I hope this message finds you well. I am writing to formally notify you regarding [briefly explain the reason for the notification].

[Provide more details about the situation, including any relevant dates, actions taken, and required responses.]

Please let me know if you have any questions or need further clarification on this matter. I appreciate your prompt attention to this issue.

Thank you.

Sincerely,

[Your Name]

[Your Position/Title, if applicable]

[Your Organization, if applicable]