

[Your Organization's Letterhead]

[Date]

[Participant's Name]

[Participant's Address]

[City, State, Zip Code]

Dear [Participant's Name],

Subject: Important Notification Regarding Your Involvement in the WQE Program

We hope this message finds you well. We are writing to inform you about important updates relating to your participation in the Water Quality Evaluation (WQE) program.

[Briefly describe any specific updates or changes, including dates and details.]

Please take a moment to review this information thoroughly. Your active participation is crucial to the success of the WQE program, and we appreciate your commitment to maintaining high standards in water quality.

If you have any questions or require further clarification, please feel free to reach out to us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]

[Organization's Website]

[Optional: Enclosure or additional reference materials]