

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

****Subject: Announcement of [Event/Change/Initiative]****

We are pleased to announce [briefly state the purpose of the announcement, e.g., a new program, policy change, event, etc.]. This will take effect on [effective date] and aims to [describe the objective and benefits].

[Provide additional details about the announcement, including any relevant information or background.]

We invite you to [include any call to action, such as attending an event, providing feedback, etc.]. Your support and participation are invaluable to us.

Thank you for your attention, and we look forward to your continued involvement.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]