

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notice Regarding [Subject Matter]

We are writing to formally notify you that [brief description of the issue or matter]. This notice is in accordance with [relevant policy, law, or guideline].

[Provide additional details regarding the situation, including any relevant dates, events, or actions that have taken place.]

Please be advised that [any actions required from the recipient, deadlines, or consequences if applicable].

We appreciate your prompt attention to this matter. Should you have any questions or require further clarification, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]

[Enclosures if any]