

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

[Recipient Name]  
[Recipient Title]  
[XJL Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Formal Notification

I am writing to formally notify you about [specific reason for the notification].

[Provide details regarding the notification, including dates, relevant information, and any necessary actions required].

Please acknowledge receipt of this notification and feel free to reach out should you have any questions or require further clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Title]

[Your Company Name (if applicable)]