

[Your Name]
[Your Position]
[Your Company/Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification Regarding [Specific Issue or Subject]

I hope this message finds you well.

We are writing to formally notify you about [briefly state the purpose of the notification, e.g., a policy change, upcoming event, important deadline, etc.].

[Provide further details regarding the notification, outlining any necessary information such as dates, actions required, and the impact of the notification.]

Please feel free to reach out if you have any questions or need further clarification regarding this matter.

Thank you for your attention to this important notification.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]