

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Notice of [Reason for Notice]

Dear [Recipient's Name],

I am writing to formally notify you regarding [brief description of the matter, e.g., a lease termination, an upcoming meeting, etc.]. This notice is in accordance with [mention any relevant laws, agreements, or policies, if applicable].

Details of the Notice:

- Date of Notice: [Insert Date]
- Effective Date: [Insert Effective Date]
- [Any other relevant details, e.g., reasons, expectations, etc.]

Please ensure that [any required actions, if applicable]. Should you have any questions or need further clarification, feel free to reach out to me at [your phone number or email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title, if applicable]