

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

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

Dear [Recipient's Name],

Subject: Notification Regarding Health Matters

I hope this message finds you well. I am writing to formally notify you about [briefly explain the purpose of the notification, e.g., a health issue, an update on a health plan, etc.].

[Provide detailed information regarding the health matter, including any relevant dates, actions taken, and any necessary follow-up information.]

Please let me know if you require any further information or documentation regarding this matter. I appreciate your attention to this notification and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]