

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notification Letter

Dear [Recipient Name],

We are writing to inform you about [specific reason for notification].

This message serves as a formal notification regarding [brief explanation of the issue or event].

[Optional: Provide any relevant details, such as dates, deadlines, or required actions.]

If you have any questions or require further information, please do not hesitate to contact us at [your contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]