

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company]
[Company Address]
[City, State, Zip Code]
Subject: Notification Regarding [Specific Purpose]
Dear [Recipient Name],
I hope this message finds you well.
This letter serves as a formal notification regarding [specific purpose
of the notification]. [Provide a brief explanation of the situation or
decision].
Please feel free to contact me at [your phone number] or [your email
address] if you have any questions or require further information.
Thank you for your attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]