

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

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

Dear [Recipient's Name],

Subject: Early Notification Request

I hope this letter finds you well. I am writing to formally request early notification regarding [specific topic or event] that is anticipated to occur on [date or timeline].

As [brief explanation of your role or interest], it is crucial for me to remain informed so that I can [reason for the request, e.g., make necessary arrangements, plan effectively, etc.].

I would greatly appreciate any updates or information that you might be able to provide in advance. If there's a more appropriate point of contact for this request, please let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]