

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Notification regarding [Subject of Notification]

Dear [Recipient's Name],

We are writing to inform you about [briefly state the reason for the notification].

[Provide additional details or context related to the notification, including any relevant dates, actions required, or consequences.]

Please feel free to contact us at [Phone Number] or [Email Address] if you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Contact Information]