

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

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

Dear [Recipient's Name],

Subject: Notice of [Reason for Notice]

I am writing to formally notify you of [briefly state the reason for the notice]. This notice is in accordance with [reference any relevant agreements, policies, or laws if applicable].

[Include any necessary details, dates, and specific actions required if relevant].

Please feel free to contact me at [your phone number] or [your email address] should you require any further information or clarification regarding this matter.

Thank you for your attention to this notice.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]