

[Your Name]
[Your Position]
[Your Organization]
[Your Organization's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Amazon Smile Program]
[Amazon Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Service Alerts for Amazon Smile Program

I hope this message finds you well. I am writing to bring to your attention important service alerts regarding our participation in the Amazon Smile program.

[Briefly describe the service alert, including key details such as the nature of the alert, the affected services, and any pertinent timelines]. We appreciate the continued support that Amazon Smile provides to [Your Organization's Name] and are keen to ensure a seamless experience for our supporters.

Please feel free to reach out if you require further information or clarification regarding this matter. Thank you for your attention to this important update.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]