

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Notification of [Subject of Notification]

Dear [Recipient's Name],

We hope this message finds you well.

We are writing to inform you about [specific details regarding the notification]. This change will take effect on [date of effect].

[Include any additional information related to the notification, such as reasons, implications, or actions required from the recipient].

If you have any questions or need further clarification, please do not hesitate to contact us at [your contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]