

[Your Name]  
[Your Position]  
[Your Department]  
[Your Organization]  
[Date]  
[HOD's Name]  
[HOD's Position]  
[Department Name]  
[Organization Name]

Dear [HOD's Name],

Subject: Notification of [Reason for Notification]

I hope this message finds you well.

I am writing to formally notify you about [briefly state the reason for the notification, e.g., a meeting, incident, or update].

[Provide further details about the notification, including any relevant dates, participants, or actions required.]

Please let me know if you require any further information or clarification regarding this matter.

Thank you for your attention to this notification.

Sincerely,

[Your Name]  
[Your Contact Information]