

Sender's Name  
Sender's Position  
Company Name  
Company Address Line 1  
Company Address Line 2

Date: \_\_\_\_\_

Recipient's Name  
Recipient's Position  
Recipient's Company (if applicable)  
Recipient's Address Line 1  
Recipient's Address Line 2

Subject: \_\_\_\_\_

Dear \_\_\_\_\_,

This letter is to formally notify you regarding \_\_\_\_\_.

[Write your notification here. Explain the purpose, relevant dates or actions, and any details as needed.]

If you have any questions or require further information, please feel free to contact me at  
\_\_\_\_\_.

Thank you for your attention to this matter.

Sincerely,

\_\_\_\_\_

Name  
Position  
Contact Information