

[Your Company Name]  
[Company Address Line 1]  
[Company Address Line 2]  
[City, State ZIP Code]  
[Date]

[Recipient Name]  
[Recipient Position]  
[Recipient Company/Department]  
[Recipient Address Line 1]  
[Recipient Address Line 2]  
**Subject: [Formal Announcement Subject]**

Dear [Recipient Name],

[Body of the announcement letter. Start your formal communication here. State your announcement clearly, provide any necessary background or context, and include any important details. This is a placeholder for the body text of your formal announcement letter.]

[Concluding statement and any next steps if necessary.]

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]