

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

RE: OFFICIAL NOTICE OF [SUBJECT MATTER]

Dear [Recipient Name],

Please accept this letter as official notice regarding [specific issue or contract]. This notice is being issued in accordance with the terms set forth in [agreement name/policy number] dated [original agreement date].

The purpose of this correspondence is to formally notify you that [details of the action or requirement]. This change/action will take effect on [effective date].

As per our requirements, the following steps must be completed:

- [Requirement 1]
- [Requirement 2]
- [Requirement 3]

Please acknowledge receipt of this notice by [deadline date] by signing and returning a copy of this letter or via email to [contact email address].

Should you have any questions regarding this matter, please contact me directly at [phone number].

Sincerely,

[Signature]

[Printed Name]
[Title]