

CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Tracking Number: [Insert Tracking Number Here]

[Sender Name]
[Sender Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Company, if applicable]
[Recipient Address]
[City, State, Zip Code]

RE: [Subject or Case Reference Number]

Dear [Recipient Name],

Please be advised that this letter is being sent via Certified Mail to ensure its delivery and to maintain a formal record of receipt.

[Insert the main body of your letter here. State the purpose of the communication clearly and include any necessary dates, facts, or required actions.]

You may track the status of this delivery using the tracking number provided above at the official postal service website.

Please acknowledge receipt of this correspondence at your earliest convenience.

Sincerely,

[Signature]
[Printed Name]