

[Your Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

Subject: Letter of Awareness regarding [Subject Matter]

Dear [Recipient Name],

The purpose of this letter is to formally acknowledge and bring to your attention my awareness of [specific situation, project, or legal matter].

I wish to confirm that I have been fully informed of the facts surrounding [subject] and understand the implications thereof. Specifically, I am aware of the following points:

- [Key point 1]
- [Key point 2]
- [Key point 3]

This letter serves as a record of my understanding and recognition of the current status of this matter. I am committed to [mention any specific action or cooperation required] as previously discussed.

Please let me know if any further documentation or confirmation is required from my side regarding this notification.

Sincerely,

[Signature]

[Your Printed Name]