

Sender: [Your Name]

Address: [Your Street Address], [City, State, Zip Code]

Date: [Current Date]

Recipient: [Recipient Name]

Address: [Recipient Street Address], [City, State, Zip Code]

RE: CERTIFIED MAIL TRACKING NUMBER: [Insert Tracking Number Here]

Dear [Recipient Name],

This letter is being sent to you via Certified Mail to provide official documentation regarding [Subject of Letter]. Please find the tracking number referenced above for your records.

[Insert body of your message here.]

Sincerely,

[Your Signature]

[Your Printed Name]