

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

[Date of Mailing]

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

RE: OFFICIAL NOTICE REGARDING [Subject/Matter Name]

Dear [Recipient Name],

This letter serves as an official notice concerning [State the purpose of the notice, e.g., contract termination, policy change, or legal deadline].

Please be advised that the official effective date of this notice is **[Insert Date]**. According to our records and the terms of our [Agreement/Policy], the following actions are required by this date:

- [Required Action 1]
- [Required Action 2]
- [Required Action 3]

Failure to comply with this notice by the specified date may result in [State consequences if applicable].

If you have any questions regarding this notice, please contact [Contact Person Name] at [Phone/Email] no later than [Date].

Sincerely,

[Signature]

[Typed Name]
[Title]