

Notification of Expired Information

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that the information regarding [specific information or document type] that was previously provided to you has now expired as of [expiration date].

It is important to update this information to ensure continued compliance and accuracy. We recommend that you review the necessary documents and provide us with the updated information at your earliest convenience.

If you have any questions or require further assistance, please do not hesitate to contact us at [your contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]