

Commission for Formal Notices

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hereby formally notify you that you have been commissioned to [describe the nature of the commission, e.g., "prepare a report", "conduct an investigation", etc.]. This commission is issued under the authority of [mention any relevant authority or department].

The details of the commission are as follows:

- **Objective:** [State the objective of the commission]
- **Timeline:** [Provide expected timelines]
- **Reporting Requirements:** [Mention how and when to report findings]

Please ensure that you maintain confidentiality regarding this commission and any findings related to it.

If you have any questions or require further clarification, please feel free to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]