

Government of [Your Country]

[Department Name]

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Subject: [Subject of the Notice]

Dear [Recipient's Name],

This letter serves as a formal notice regarding [briefly explain the purpose of the notice]. As per [relevant law or regulation], please be informed that [details about the notice].

We kindly request your cooperation in [explain any required actions or responses]. The deadline for your response is [insert deadline]. Failure to comply may result in [explain consequences].

If you have any questions or require further clarification, please do not hesitate to contact [insert contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Department Name]

[Contact Information]