

# Personal Business Activity Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of my personal business activity, which I have recently initiated. The business is known as [Business Name], and it specializes in [Brief Description of Business Activities].

This venture is intended to operate [full-time/part-time] and is located at [Business Address, if applicable]. I assure that this business activity will not conflict with my current obligations and responsibilities.

I appreciate your understanding and support in this matter. Should you require any more details or documentation, please feel free to contact me at your earliest convenience.

Thank you for your consideration.

Sincerely,

[Your Name]