

**YOUR COMPANY NAME**

**YOUR COMPANY ADDRESS**

**PHONE: (XXX) XXX-XXXX**

Recipient Name  
Recipient Title  
Company or Organization  
Street Address  
City, State ZIP

Dear Recipient Name,

This letter serves as formal notification regarding the matter discussed previously. Please review the following points carefully and do not hesitate to contact us with any questions or concerns.

Enclosed you will find all relevant documents and records to ensure complete transparency and clarity concerning this matter. We appreciate your prompt attention and cooperation.

Kindly acknowledge receipt of this letter by signing the enclosed acknowledgment form and returning it to our office at your earliest convenience.

Sincerely,

Your Name

Your Title

Your Company

**Enclosures:**

Document 1  
Document 2  
Document 3

**SENDER'S SIGNATURE**

**RECIPIENT'S SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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