### horizontal line**Business Letter Notice**

### [Your Business Name]

[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]

[Date]

[Recipient’s Name]  
[Recipient’s Business Name]  
[Recipient’s Address]  
[City, State, ZIP Code]

### Subject: Official Notice Regarding [Specific Business Matter]

### Dear [Recipient’s Name],

This letter serves as an official notice regarding [state the purpose, e.g., business contract termination, payment due, or policy change].

#### Details of the Notice:

* Notice Type: [e.g., Contract Termination]
* Effective Date: [Specify the date]
* Reference Number: [If applicable]

#### Additional Information:

[Provide a clear explanation of the notice, including relevant details or actions required.]

### Sincerely,

[Your Full Name]  
[Your Position]  
[Your Business Name]