

Official notification of entitlement to benefits or rights

Subject: Notification of Entitlement

Dear [Recipient Name],

We are pleased to inform you that you are entitled to [specific benefit, allowance, or service] under [policy, program, or scheme]. This entitlement is effective from [date] and will remain valid until [expiry date if applicable].

Please find attached detailed information regarding your entitlement and instructions for accessing or utilizing it.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

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