

# Formal Scheme Announcement Letter

Subject: Launch of [Scheme Name]

Dear [Recipient's Name],

We are pleased to announce the launch of our new scheme, [Scheme Name], aimed at [brief purpose of the scheme]. The scheme will be effective from [start date] and is open for participation by [target audience].

For detailed information regarding the eligibility, benefits, and enrollment process, please refer to the attached document or visit our website. We look forward to your active participation.

Sincerely,

[Your Name]

[Title]

[Organization Name]

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