

Advisory on Unutilized Tax Credit Claims

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We would like to bring to your attention the matter of unutilized tax credit claims in your account with us. As per our records, there are pending claims that remain unused and could be beneficial for your tax obligations.

It is important to regularly review your tax credits to ensure that you are maximizing your entitlements. We recommend taking the following steps:

- Review your current tax credit status.
- Identify any unutilized credits that can be applied.
- Consult with your tax advisor to strategize effective use of these credits.

Please note that unutilized tax credits have expiration dates, and timely action can prevent loss of potential savings.

If you have any questions or require further assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]