

Notification of Outstanding Tax Credits

Date: [Insert Date]

Recipient Name: [Insert Recipient Name]

Recipient Address: [Insert Recipient Address]

Dear [Recipient Name],

We are writing to inform you about your outstanding tax credits for the tax year [Insert Tax Year]. Our records indicate that you have not yet claimed the following credits:

- Credit Name 1: [Amount]
- Credit Name 2: [Amount]
- Credit Name 3: [Amount]

We recommend that you review your tax records and consider submitting your claims prior to the deadline of [Insert Deadline]. If you need assistance with the claim process, please do not hesitate to contact our office.

Thank you for your attention to this matter, and we look forward to assisting you.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]