

Notice of Unclaimed Tax Credits

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you that our records indicate you may have unclaimed tax credits for the tax year [Insert Tax Year]. As a valued taxpayer, it is important for you to be aware of these credits that you have not yet claimed.

Details of Unclaimed Tax Credits:

- Credit Type: [Insert Credit Type]
- Amount: [Insert Amount]
- Eligibility Criteria: [Insert Criteria]

Please take the necessary steps to claim your credits before [Insert Deadline]. Failure to do so may result in the forfeiture of these benefits.

If you have any questions or require assistance, please do not hesitate to contact our office at [Insert Contact Information] or visit our website at [Insert Website URL].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]