

Subject: Reminder: Unused Tax Credit Opportunities

Dear [Recipient's Name],

We hope this message finds you well. As we approach the end of the fiscal year, we would like to remind you of the unused tax credit opportunities that may be available to you.

Based on our records, you may have the following unused tax credits:

- [Tax Credit Name 1]: Description and potential benefits.
- [Tax Credit Name 2]: Description and potential benefits.
- [Tax Credit Name 3]: Description and potential benefits.

We highly encourage you to take advantage of these opportunities before the expiration date on [insert date]. Our team is available to assist you in navigating the application process and maximizing your benefits.

Please feel free to reach out to us at [your contact information] if you have any questions or need further assistance.

Thank you for your attention to this matter. We look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]