

Unclaimed Funds Notification

Date: [Insert Date]

Dear [Beneficiary's Name],

We hope this letter finds you well. We are writing to inform you that unclaimed funds have been identified in your name. As a beneficiary, you may have a right to claim these funds.

Details of the unclaimed funds are as follows:

- Amount: [Insert Amount]
- Source: [Insert Source]
- Account Number: [Insert Account Number]
- Claim Reference Number: [Insert Claim Reference Number]

To proceed with your claim, please follow the instructions below:

1. Visit our website at [Insert Website Link]
2. Complete the claim form using the reference number provided above.
3. Submit the required documentation as outlined on the website.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]