

Notice of Unclaimed Funds

Date: [Insert Date]

Dear [Organization Name],

We are reaching out to inform you of unclaimed funds that have been identified in relation to your organization. Our records indicate that the following amounts are due to [Organization Name]:

- Amount: [Insert Amount]
- Reference Number: [Insert Reference Number]
- Date of Issue: [Insert Date]

If your organization is eligible to claim these funds, please contact us at your earliest convenience. The claim process requires the following documentation:

1. Proof of Identity
2. Proof of Organization Status
3. Completed Claim Form

We encourage you to act promptly to avoid any forfeiture of these funds. For further assistance or clarification, please reach out to our office at the contact information listed below.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

Contact Number: [Insert Phone Number]

Email: [Insert Email Address]