

# Unclaimed Funds Reminder

Date: [Insert Date]

Dear [Former Employee's Name],

We hope this message finds you well. Our records indicate that there are unclaimed funds associated with your employment at [Company Name]. The total amount due to you is [Insert Amount].

We kindly remind you to claim these funds before [Insert Deadline]. To facilitate the process, please follow the instructions below:

1. Fill out the attached claim form.
2. Provide a copy of your identification.
3. Submit your documents via email to [Insert Email Address] or mail them to [Insert Mailing Address].

If you have any questions or need assistance, feel free to contact us at [Insert Phone Number] or [Insert Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]