

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: Notice of Unfunded Disbursement Recovery - [Reference/Account Number]

Dear [Recipient Name],

We are writing to formally notify you regarding a disbursement made to your account on [Date] in the amount of \$[Amount].

Internal auditing has identified that this disbursement was processed without the corresponding funds being successfully cleared or received from the source provider. As a result, this payment is currently categorized as "Unfunded," and the balance is owed back to [Your Company Name].

To resolve this matter, we request that you return the funds using one of the following methods by [Due Date]:

- **Bank Wire/ACH:** [Insert Bank Name, Account Number, and Routing Number]
- **Check:** Payable to [Company Name] and mailed to the address listed above.
- **Online Portal:** [Insert Link if applicable]

If you believe this notification has been sent in error, or if the funds have already been returned, please provide proof of payment or documentation to [Department Name/Email] at [Phone Number].

Thank you for your prompt attention to this recovery request.

Sincerely,

[Your Name/Signature]
[Your Title]
[Your Company Name]