

FINAL NOTICE: IMMEDIATE ACTION REQUIRED

Date: [Insert Date]

Reference Number: [Insert Reference Number]

Tax Year: [Insert Tax Year]

To: [Recipient Name]

Address: [Recipient Address]

RE: FINAL SETTLEMENT OFFER FOR OUTSTANDING TAX REFUND

Dear [Recipient Name],

This letter serves as a final notice regarding the outstanding tax refund settlement for the tax period ending [Insert Date]. Our records indicate that you have not yet claimed or responded to previous notifications regarding your eligibility for a refund settlement.

Settlement Offer Details:

- Total Calculated Refund: \$[Amount]
- Settlement Offer Amount: \$[Amount]
- Offer Expiration Date: [Insert Date]

This is a formal offer to resolve all outstanding claims related to the specified tax year. By accepting this settlement, you agree that this payment constitutes full and final satisfaction of any and all claims for the period mentioned above.

How to Accept This Offer:

To accept this settlement and expedite your payment, you must complete the following steps before the expiration date:

1. Sign and return the enclosed "Settlement Acceptance Form."
2. Provide updated banking information for direct deposit (if applicable).
3. Submit any missing documentation requested in the previous correspondence.

Failure to Respond:

If we do not receive your acceptance by [Insert Date], this settlement offer will be withdrawn. The file will be marked as "Unclaimed," and the funds may be transferred to the state's unclaimed property division or forfeited according to statutory limitations.

If you have any questions, please contact our settlement department at [Insert Phone Number] or visit our website at [Insert Website URL].

Sincerely,

[Your Name/Department Name]

[Organization Name]

[Contact Information]