On Behalf of

«Company»

«Co\_Location»

«FULLNAME»

«Address»

«City», «State» «Zip»

August 24, 2022

Dear «Firstname»,

EmployeeLocator, a division of APSCREEN, Inc. has been engaged by the organization above to contact the next of kin of to provide them with important benefit information. Please contact the company representative below:

«Contact»

«Contact\_Number»

«Contact\_Email»

Your timely response is important. If they do not hear from you, you may not receive benefit information and you could miss important deadlines related to your invested funds. For some companies or organizations, this may be their last attempt to contact you.

If you are not the next of kin of , please contact the representative to help them update their records.

You can visit https://employeelocator.com/faq/ to get answers to our most frequently asked questions.