**Template for International Volunteers-recovery of the pre-departure entitlements:**

Dear (name),

We hope this email finds you well.

We are contacting you with reference to the UNV assignment (title) with (HE, and country) effective from …….to ……………, the contract/UNV assignment which you declined to accept.

From our records, we have established that you received the Travel lumpsum in the amount of …. USD and the Entry Lumpsum in the amount of 2,000 USD.

In view of the above, we would greatly appreciate if **you could deposit the paid amount indicated above** to the bank whose information is provided below:

Should a repayment plan be required, kindly propose the number of installments and amount per installment you propose.

**UNV – USD & EURO Bank Account**

Account holder: United Nations Volunteers

Bank name: Deutsche Bank Bonn

BLZ: 380 700 59

Account number: 0030222400

IBAN: DE95 3807 0059 0030 2224 00

SWIFT: DEUTDEDK380

Once transferred, kindly provide us with a copy of the deposit.

In the meantime, if the amount above was already paid back by you to the organization, please send us supporting documentation to confirm this reimbursement. This will enable us to close the case.

Your collaboration and feedback on this urgent query would be greatly appreciated. If you require any additional clarification, please do not hesitate to contact us.

**Kindly acknowledge receipt of this information by replying to this email.**

**Template for National Volunteers-recovery of the pre-departure entitlements:**

Dear (name),

We hope this email finds you well.

We are contacting you with reference to the UNV assignment (title) with (HE, and country) effective from …….to ……………, the contract/UNV assignment which you declined to accept.

From our records, we have established that you received the Deployment travel in the amount of 200 USD.

In view of the above, we would greatly appreciate if **you could deposit the paid amount indicated above** to the bank whose information is provided below:

Should a repayment plan be required, kindly propose the number of installments and amount per installment you propose.

**UNDP – CO local bank** (OA volunteer deployment to request the UNV field unit to provide banking information for payment deposit)

Once transferred, kindly provide us with a copy of the deposit.

In the meantime, if the amount above was already paid back by you to the organization, please send us supporting documentation to confirm this reimbursement. This will enable us to close the case.

Your collaboration and feedback on this urgent query would be greatly appreciated. If you require any additional clarification, please do not hesitate to contact us.

**Kindly acknowledge receipt of this information by replying to this email.**