

[Bank Name]
[Bank Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

RE: NOTICE OF PENDING TRANSFER OF UNCLAIMED PROPERTY

Dear [Customer Name],

Our records indicate that there has been no activity on your [Account Type] account ending in [Last 4 Digits of Account Number] for a period of [Number] years. According to state law, accounts that remain inactive for a specific period are considered abandoned and must be turned over to the State Treasurer's Office (a process known as escheatment).

Current Account Balance: \$[Amount]

To prevent your funds from being transferred to the state, you must take action by [Deadline Date]. You can keep your account active by performing one of the following:

- Making a deposit or withdrawal.
- Logging into your online banking portal.
- Signing and returning the enclosed acknowledgment form.
- Visiting a local branch with valid identification.

If we do not hear from you by [Deadline Date], we are required by law to close the account and remit the balance to the State of [State Name]. Once the funds are transferred, you will need to file a claim directly with the state to recover them.

If you have questions, please contact us at [Phone Number] or visit [Website].

Sincerely,

[Name/Department]
[Bank Name]