

[Company Name]
[Department Name]
[Company Address]
[City, State, Zip Code]

[Date]

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

Subject: Notice of Inactive Account Status and Required Action

Dear [Customer Name],

According to our records, your account ([Account Number]) has shown no activity for a period of [Number] months. Under current regulatory compliance requirements and state law regarding unclaimed property, we are required to notify you of this inactive status.

To prevent your account from being classified as "Abandoned" or "Unclaimed," and to avoid the transfer of funds to the state treasury (Escheatment), please take one of the following actions by [Deadline Date]:

- Log in to your online portal at [Website URL].
- Make a deposit or withdrawal of any amount.
- Contact our customer service team at [Phone Number].
- Sign and return the enclosed acknowledgment form.

If we do not receive a response or see activity on the account by the date listed above, we will be legally obligated to close the account and remit the remaining balance of [Balance Amount] to the State of [State Name]. Once funds are transferred to the state, you must file a claim directly with the government to recover them.

If you have already performed a transaction or contacted us recently, please disregard this notice.

Sincerely,

[Sender Name]
[Title]
[Company Name]