

[Company Name]
[Department Name]
[Address Line 1]
[City, State, Zip Code]
[Date]

[Account Holder Name]
[Address Line 1]
[City, State, Zip Code]

Notice of Unclaimed Property / Inactive Account Status

Dear [Account Holder Name],

According to our records, you have an account or property with [Company Name] that has been inactive for a period of [Number] year(s). Our records indicate the following details:

- **Account Number:** [Account Number]
- **Property Type:** [e.g., Savings, Dividend, Credit Balance]
- **Amount:** \$[Amount]

State law requires us to transfer inactive funds to the State Treasurer's Office (Escheatment) if there is no activity or contact from the owner for a specific period. To prevent these funds from being turned over to the state, you must take action by [Deadline Date].

To keep your account active, please perform one of the following:

1. Sign and return the enclosed form in the provided envelope.
2. Make a deposit, withdrawal, or transfer on the account.
3. Contact our customer service department at [Phone Number] to verify your identity and intent to keep the account active.

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

If you have already updated your account or believe this notice is in error, please disregard this letter.

Sincerely,

[Sender Name/Signature]
[Title]
[Company Name]