

FINAL NOTICE: UNCLAIMED PROPERTY

Date: [Insert Date]

[Recipient Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Reference Number: [Insert Account/Check Number]

Amount: [Insert Amount]

Dear [Recipient Name],

Our records indicate that we are holding unclaimed funds belonging to you. This is a final notice regarding these funds before they are legally required to be transferred to the State as unclaimed property.

Under state law (Escheatment), if we do not receive a claim or response from you by **[Insert Deadline Date]**, we must remit these funds to the [Insert State Name] State Controller's Office. Once the funds are transferred to the State, you will be required to file a formal claim with the government to recover them.

To claim these funds now and prevent transfer to the State, please take one of the following actions:

- Sign and return this letter to the address listed below.
- Contact our office at [Insert Phone Number].
- Deposit/Cash the original check (if still in your possession).

Please return this signed form to:

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

I hereby certify that I am the rightful owner of these funds and wish to claim them.

Signature of Owner

Date

Sincerely,

[Sender Name]
[Company Name]