

[Company Letterhead / Logo]

[Current Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**RE: NOTICE OF UNCLAIMED PROPERTY / FINAL NOTICE PRIOR TO
ESCHEATMENT**

Dear [Recipient Name],

Our records indicate that [Company Name] is in possession of unclaimed property belonging to you. According to our files, the following asset has remained inactive for the period required by law:

- **Account/Check Number:** [Reference Number]
- **Property Type:** [e.g., Uncashed Check, Credit Balance, Refund]
- **Amount:** \$[Amount]
- **Last Activity Date:** [Date]

Legal Requirement: Pursuant to state unclaimed property laws ([State Name] Uniform Unclaimed Property Act), we are required to transfer these funds to the State Treasurer's Office if they remain unclaimed by [Deadline Date]. This process is known as "Escheatment." Once the funds are transferred to the state, you will be required to file a claim directly with the government agency to recover them.

Action Required: To prevent these funds from being turned over to the state, please complete one of the following actions by [Deadline Date]:

1. **To Receive Payment:** Sign the "Claim Affirmation" section below and return this letter via [Email/Mail/Portal]. Upon receipt, we will reissue the payment to your address on file.
2. **To Update Records:** If you believe this amount has already been paid or is incorrect, please provide supporting documentation to our Compliance Department at [Contact Information].

If we do not receive a response by [Deadline Date], we are legally obligated to remit these funds to the State of [State Name].

Sincerely,

[Sender Name]

[Title]

[Department Name]

[Company Name]

CLAIM AFFIRMATION (Recipient to Complete)

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

Signature: _____ Date: _____

Printed Name: _____

Current Mailing Address: _____