

[Date]

[Owner Name]

[Last Known Address]

[City, State, Zip Code]

**RE: Notice of Unclaimed Property - Action Required**

Dear Property Owner,

We are contacting you because mail previously sent to the address above was returned to us by the U.S. Postal Service as undeliverable. Our records indicate that we are holding unclaimed property belonging to you.

**Property Description:** [Type of Property/Account Number]

**Estimated Value:** [Amount]

To prevent this property from being turned over to the State as abandoned property (Escheatment), please take one of the following actions by [Deadline Date]:

- Log in to your account at [Website URL] to update your contact information.
- Complete and sign the enclosed "Address Verification Form" and return it in the provided envelope.
- Contact our Unclaimed Property Department at [Phone Number].

If we do not receive a response from you by the deadline stated above, we are required by law to transfer these funds to the State Controller's Office. Once transferred, you will need to file a claim directly with the State to recover the property.

Sincerely,

[Sender Name/Department]

[Company Name]

[Company Address]