

[Company Name]
[Company Address]
[City, State, Zip Code]
[Tax ID Number]

[Date]

[State Name] Department of Revenue/Treasury
Unclaimed Property Division
[State Address]
[City, State, Zip Code]

RE: Annual Report of Unclaimed Property and Remittance for Reporting Year [Year]

To the Unclaimed Property Division,

Enclosed please find the Annual Report of Unclaimed Property and the corresponding remittance for [Company Name] for the reporting period ending [Date].

The details of this remittance are as follows:

- **Total Number of Properties:** [Number]
- **Total Remittance Amount:** \$[Amount]
- **Payment Method:** [Check/Wire Transfer/ACH]
- **Confirmation/Check Number:** [Reference Number]

We certify that we have performed the required due diligence as mandated by [State] law by attempting to contact the owners of these funds via mail at their last known addresses prior to this filing.

The electronic report file has been [uploaded via the state portal / included on the enclosed media].

Please contact me at [Phone Number] or [Email Address] if you require additional information or documentation regarding this filing.

Sincerely,

[Signature]
[Name of Authorized Representative]
[Title]