

## **URGENT: ACTION REQUIRED REGARDING YOUR ACCOUNT**

Date: [Insert Date]

Recipient Name: [Insert Customer Name]

Account Number: [Insert Account Number]

Property Description: [Insert Account Type/Description]

Current Balance: [Insert Amount]

Dear [Insert Customer Name],

Our records indicate that there has been no activity on your account for a period of [Insert Number] years. Under state law, accounts that remain inactive for an extended period are considered "unclaimed property."

If we do not hear from you by [Insert Deadline Date], we are required by law to transfer the funds in your account to the [Insert State Name] State Controller's Office. This process is known as escheatment. Once these funds are transferred to the state, you will no longer be able to withdraw them through our institution and must file a claim directly with the state to recover them.

**To keep your account active and prevent the transfer of your funds, please perform one of the following actions immediately:**

- Log in to your online account at [Insert Website URL].
- Make a deposit or withdrawal of any amount.
- Sign and return the bottom portion of this letter in the enclosed envelope.
- Contact our customer service department at [Insert Phone Number].

If you have already taken action to reactivate your account, please disregard this notice.

Sincerely,

[Insert Sender Name/Department]

[Insert Company Name]

[Insert Company Address]

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## **ACKNOWLEDGMENT OF OWNERSHIP**

I wish to keep my account active and confirm that the information above is correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_