

URGENT NOTICE: FINAL NOTICE BEFORE ESCHEATMENT

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Re: Safe Deposit Box Number: [Box Number]

Dear [Customer Name],

According to our records, the lease for the safe deposit box listed above is delinquent, and the box has been inactive for a period of [Number] years. Under State law, property that remains unclaimed is considered abandoned and must be turned over to the State Treasurer's Office (Escheatment).

Outstanding Balance Due:

- Past Due Rent: \$[Amount]
- Box Drilling/Lock Replacement Fees: \$[Amount]
- Certified Mailing/Administrative Fees: \$[Amount]
- **Total Amount Due: \$[Total Amount]**

To prevent the contents of your safe deposit box from being transferred to the State, you must take action by [Deadline Date]. Please choose one of the following options:

1. **Pay the Balance:** Remit the total amount due to bring your account current and maintain the lease.
2. **Close the Box:** Pay the outstanding fees and remove all contents from the box.

If we do not hear from you or receive payment by [Deadline Date], the contents of the box will be delivered to the [State Name] Unclaimed Property Division as required by law. Once the property is escheated, you will be required to file a claim directly with the State to recover your items.

Please contact us immediately at [Phone Number] or visit our branch at [Branch Address] to resolve this matter.

Sincerely,

[Name/Signature]
[Title]
[Financial Institution Name]