

[Date]

[Recipient Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Notice of Unclaimed Property: Final Notification

Dear [Recipient Name],

Our records indicate that we are holding the following outstanding payment issued to you:

- **Check/Reference Number:** [Reference Number]
- **Original Issue Date:** [Date]
- **Amount:** \$[Amount]

This payment remains uncashed. Under state law, we are required to transfer these funds to the State Treasurer's Office if they remain inactive for a specific period. This process is known as escheatment.

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

1. **Claim Your Funds:** Sign the bottom of this letter and return it to us to request a replacement check.
2. **Cash the Original Check:** If you are still in possession of the original check, please deposit it immediately.

If we do not receive a response from you by [Deadline Date], these funds will be remitted to the [State Name] Unclaimed Property Division. Once remitted, you will be required to file a claim directly with the state to recover the funds.

If you have any questions, please contact our Unclaimed Property Department at [Phone Number] or [Email Address].

Sincerely,

[Sender Name]

[Company Name]

Claim Request Signature

I certify that I am the owner of these funds and request a replacement check be sent to the address above.

Signature: _____ Date: _____