

[Company Name]
[Address Line 1]
[City, State, Zip Code]
[Phone Number]

DATE: [Current Date]

RE: FINAL NOTICE - NOTICE OF UNCLAIMED PROPERTY

Dear [Owner Name],

According to our records, [Company Name] is currently holding unclaimed property belonging to you. This property is described as follows:

- **Reference Number:** [Account/Check Number]
- **Property Type:** [e.g., Uncashed Check, Credit Balance]
- **Amount:** \$[Amount]
- **Original Date:** [Date of Issue]

State law requires that unclaimed property be turned over to the State's Unclaimed Property Division if the owner does not claim it within a specified period. This process is known as escheatment.

ACTION REQUIRED:

To prevent these funds from being transferred to the State, you must take action by **[Deadline Date]**. Please indicate how you wish to proceed by selecting one of the options below:

- ☐ **REISSUE PAYMENT:** Please reissue the payment and mail it to the address listed above.
☐ **ADDRESS UPDATE:** My new address is: [New Address]. Please send payment here.

SIGNATURE: _____ **DATE:** _____

Failure to respond by **[Deadline Date]** will result in these funds being remitted to the State of [State Name]. Once remitted, you will be required to file a claim directly with the State to recover your property.

Please return this signed letter to [Email Address] or mail it to the address listed at the top of this letter.

Sincerely,

[Sender Name]
[Department Name]
[Company Name]