

[Date]

[Owner Name]

[Last Known Address]

[City, State, Zip Code]

Subject: Notice of Unclaimed Property Remittance

Dear [Owner Name],

This letter is to formally notify you that funds held by [Company Name] in your name have been deemed unclaimed property. Under state law, businesses are required to surrender unclaimed funds to the State after a specific period of inactivity.

Account Details:

- **Account/Reference Number:** [Reference Number]
- **Amount:** [Amount]
- **Type of Property:** [e.g., Uncashed Check, Refund, Credit Balance]

As of [Date], these funds have been remitted to the State of [State Name] Unclaimed Property Division. [Company Name] no longer has possession of these funds and cannot issue a payment directly to you.

To claim your funds, you must contact the state agency listed below:

Agency Name: [State Agency Name]

Website: [State Website URL]

Phone: [Agency Phone Number]

When contacting the State, please provide your name, Social Security Number or Tax ID, and the reference number mentioned above to facilitate the claims process.

Sincerely,

[Your Name/Department]

[Company Name]

[Company Contact Phone]