

URGENT: ACTION REQUIRED TO PREVENT TRANSFER OF FUNDS

Date: [Insert Date]

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

Re: Notice of Unclaimed Property / Account Number: [Insert Account Number]

Dear [Customer Name],

Our records indicate that there has been no activity on your account for an extended period. Under state law, accounts that remain inactive for a specific timeframe are considered "unclaimed property."

We are writing to inform you that if we do not receive a response from you by **[Insert Deadline Date]**, we are required by law to close your account and transfer the balance of \$**[Insert Amount]** to the State of [Insert State Name] Unclaimed Property Division.

How to keep your account active:

To prevent the escheatment of your funds, please perform one of the following actions before the deadline:

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

If your funds are transferred to the state, you will no longer be able to claim them through our institution. You will be required to file a claim directly with the State Controller's Office.

Thank you for your prompt attention to this matter.

Sincerely,

[Name/Department]
[Financial Institution Name]

ACKNOWLEDGMENT OF OWNERSHIP

I wish to keep my account active. My signature below confirms my interest in the account listed above.

Signature: _____ Date: _____