

[Date]

[Recipient Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Notice of Unclaimed Property: Final Notice Before Transfer to State

Dear [Recipient Name],

Our records indicate that we are holding the following property belonging to you:

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

Under state law, property is considered abandoned if there has been no activity or contact for a specific period of time. If we do not hear from you by **[Deadline Date]**, we are required by law to transfer these funds to the State of **[State Name]** Unclaimed Property Division.

Once the funds are transferred (escheated) to the state, you will need to file a claim directly with the state's treasury office to recover the property.

To claim this property from us before it is sent to the state, please choose one of the following options:

1. **Check this box** ☐ to confirm you are the owner and request a replacement check be mailed to the address above.
2. Sign and return this letter to us via mail at: [Your Company Address].
3. Contact us by phone at [Phone Number] or email at [Email Address].

If you have already cashed this check or believe this notice is in error, please disregard this letter.

Sincerely,

[Your Name/Department]

[Company Name]

Owner Signature: _____

Date: _____