[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: Notice of Surplus Funds - Sale of Property located at [Property Address]

Dear [Recipient Name],

This letter is to formally notify you that the foreclosure sale of the property located at [Property Address] was completed on [Date of Sale].

The property was sold for a total amount of $[Sale Price]. After satisfying the outstanding mortgage balance, interest, legal fees, and associated costs of the sale, there remains a surplus balance in the amount of $[Surplus Amount].

As a party with a potential interest in these funds, you may be entitled to claim a portion or all of this surplus. To initiate the disbursement process, please follow the instructions below:

- Complete the enclosed "Claim for Surplus Funds" form.
- Provide a copy of your government-issued identification.
- Include any supporting documentation verifying your interest in the property.

Please submit these documents to the address listed below no later than [Deadline Date]:

[Department/Office Name]
[Mailing Address]
[City, State, Zip Code]

Failure to respond within the designated timeframe may result in the funds being transferred to the State Controller's Office as unclaimed property.

If you have any questions regarding this notification, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]
[Title]