

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Company Name]
[Department Name, e.g., Unclaimed Property Division]
[Company Address]
[City, State, Zip Code]

RE: Response to Notice of Unclaimed Property / Escheatment Warning

Account/Reference Number: [Insert Account Number]
Property Description: [e.g., Uncashed Check, Savings Account, etc.]
Notice Date: [Date on the letter you received]

To Whom It May Concern,

I am writing in response to the notice I received regarding potential escheatment of the property associated with the account listed above. This letter serves as my formal request to keep this account active and to prevent the funds from being transferred to the State as unclaimed property.

Please take the following action (check one):

- **Reissue Payment:** Please reissue the check and mail it to my current address listed above.
- **Maintain Account:** Please update your records to show this account is active. Do not transfer the funds.
- **Other:** [Specify request here]

I have enclosed the following documentation for verification:
[e.g., Copy of Government ID, Signed Notice Form, Proof of Address]

Please confirm receipt of this letter and notify me once the account status has been updated or the payment has been reissued.

Sincerely,

(Signature)
[Your Printed Name]