

FINAL NOTICE: UNCLAIMED PROPERTY

Date: [Insert Date]

[Recipient Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Subject: Notice of Pending Transfer of Unclaimed Property to the State

Dear [Recipient Name],

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

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

State law requires us to transfer (escheat) these funds to the State Treasury if they remain inactive or unclaimed for a specific period of time. This letter serves as your final notice before these funds are remitted to the state of [Insert State Name].

How to Claim These Funds:

To prevent these funds from being transferred to the State, you must take action by **[Insert Deadline Date]**. Please select one of the following options:

1. **By Mail:** Sign the bottom of this letter and return it to the address listed below.
2. **By Phone:** Contact our Unclaimed Property Department at [Insert Phone Number].

If we do not receive your response by [Insert Deadline Date], we will be required by law to remit the funds to the State. Once the funds are transferred, you will need to file a claim directly with the State's Unclaimed Property Division to recover them.

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

Sincerely,

[Your Name/Company Name]
[Department Name]
[Return Address]
[Phone Number]

CLAIM AFFIRMATION

I hereby certify that I am the rightful owner of the funds described above and wish to claim them.

Signature: _____ Date: _____