

[Date]

[Financial Institution Name]

[Department Name, e.g., Unclaimed Property Division]

[Address]

[City, State, Zip Code]

**RE: Notice of Matured Certificate of Deposit and Unclaimed Funds**

To Whom It May Concern,

I am writing to formally request the disbursement of funds associated with a matured Certificate of Deposit (CD) held in my name at your institution. According to my records, this account has reached its maturity date and remains unclaimed.

**Account Details:**

- **Account Holder Name:** [Your Full Name]
- **Account Number:** [Account Number]
- **Certificate Number:** [Certificate Number, if applicable]
- **Maturity Date:** [Approximate Date of Maturity]
- **Social Security Number:** [Last 4 Digits or Full SSN as required]

I have enclosed a copy of my [Driver's License/State ID] and [Original CD Certificate/Recent Statement] to verify my identity and ownership of these funds.

Please process this request and issue a check for the full balance, including all accrued interest, to the following address:

[Your Name]

[Current Mailing Address]

[City, State, Zip Code]

If there are additional forms required or if this account has already been escheated to the State, please provide the relevant details so I may proceed with the recovery process.

Thank you for your prompt attention to this matter. I can be reached at [Your Phone Number] or [Your Email Address] if you have any questions.

Sincerely,

[Your Signature]

[Your Printed Name]