

Date: [Insert Date]

Notice Type: Notice of Pending Transfer of Unclaimed Property (Escheatment)

To:

[Owner Name]

[Last Known Address]

[City, State, Zip Code]

Account/Reference Number: [Insert Number]

Property Amount: \$[Insert Amount]

Dear [Owner Name],

Our records indicate that we are holding the property listed above in your name. According to our files, there has been no activity or contact regarding this property for an extended period.

Action Required:

State law requires us to transfer (escheat) inactive property to the State Treasury if it remains unclaimed. To prevent this transfer, you must take action by **[Insert Deadline Date]**.

To claim this property and keep your account active, please perform one of the following steps:

- Sign and return the bottom portion of this letter in the enclosed envelope.
- Contact us by phone at [Insert Phone Number].
- Log in to your online account at [Insert Website URL] and perform a transaction.

If we do not hear from you by the date listed above, your property will be transferred to the State of [Insert State Name]. Once transferred, you will be required to file a claim directly with the State's Unclaimed Property Division to recover the funds.

Sincerely,

[Your Name/Company Name]

[Department Name]

[Contact Information]

Claim Confirmation Form

I wish to claim the property listed above and confirm that the contact information provided is correct.

Signature: _____ Date: _____