

DATE: [Current Date]

TO:

[Owner Name]

[Last Known Address]

[City, State, Zip Code]

SUBJECT: NOTICE OF UNCLAIMED PROPERTY

Dear [Owner Name],

Our records indicate that [Company Name] is holding unclaimed funds in the amount of \$[Amount] belonging to you. These funds are related to [Description of Property, e.g., Uncashed Check #1234, Credit Balance, etc.] dated [Original Transaction Date].

According to state law, if these funds remain unclaimed after a certain period of time, we are required to transfer them to the State Controller's Office (a process known as "escheatment").

How to Claim Your Funds:

To prevent these funds from being turned over to the state, please complete the section below and return this letter to us by [Deadline Date].

Please check one of the following options:

- Please reissue a check to the address listed above.
- Please reissue a check to the following new address:

Signature: _____ **Date:** _____

If we do not receive your response by [Deadline Date], we will be required by law to remit these funds to the state of [State Name]. After that time, you will need to file a claim directly with the state's unclaimed property division to recover the funds.

If you have any questions, please contact our Unclaimed Property Department at [Phone Number] or [Email Address].

Sincerely,

[Sender Name/Department]

[Company Name]

[Company Address]