

URGENT: ACTION REQUIRED REGARDING YOUR PROPERTY

Date: [Insert Date]

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

Re: Notice of Unclaimed Property / Account Number: [Insert Account Number]

Dear [Recipient Name],

Our records indicate that there has been no activity on your account for an extended period. Under state law, property is considered abandoned if the owner does not have contact with the holder for a specific period of time.

If we do not hear from you by [Insert Deadline Date], we are required by law to transfer these funds to the State of [Insert State Name] Unclaimed Property Division. This process is known as escheatment.

Property Description: [Insert Description, e.g., Savings Account/Outstanding Check]
Amount: \$[Insert Amount]

To prevent these funds from being turned over to the state, please take one of the following actions immediately:

- Sign and return this letter to the address listed below.
- Log in to your account at [Insert Website URL].
- Contact us by phone at [Insert Phone Number].

If the funds are escheated to the state, you will be required to file a claim directly with the State Controller's Office to recover them.

Sincerely,

[Sender Name/Department]
[Company Name]
[Company Address]
[Contact Email/Phone]

Owner Acknowledgment:

I wish to keep my account active.

Signature: _____ Date: _____