

[Sender Name/Financial Institution]
[Department Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Recipient Name]
[Last Known Street Address]
[City, State, Zip Code]

Subject: Notice of Unclaimed Property - Safe Deposit Box #[Box Number]

Dear [Recipient Name],

Our records indicate that you are the owner of Safe Deposit Box #[Box Number] at our [Branch Location] branch. According to our files, the lease for this box has expired, and the rental fees have been past due since [Date].

The contents of this safe deposit box are currently being held by [Financial Institution Name]. Under state law, property is considered abandoned if it remains unclaimed for a specific period. If we do not receive instructions from you by [Deadline Date], we are required to drill the box and transfer the contents to the [State Name] State Treasurer's Office (Unclaimed Property Division).

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

- Pay the outstanding balance of \$[Amount] and renew your lease.
- Schedule an appointment to empty the box and surrender the keys.
- Contact us to provide updated contact information if you believe this notice is in error.

Please note that if the box must be drilled due to inactivity or lost keys, a drilling fee of \$[Amount] will be charged to your account.

If you have already settled this matter, please disregard this notice. For any questions, please contact us at [Phone Number] or visit our office during business hours.

Sincerely,

[Signature]
[Printed Name]
[Title]
[Financial Institution Name]