

[Date]

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

**Subject: Notice of Unclaimed Property - Action Required**

Dear [Customer Name],

Our records indicate that we are holding the following unclaimed property in your name:

- **Account/Check Number:** [Reference Number]
- **Property Type:** [e.g., Uncashed Check, Credit Balance]
- **Amount:** \$[Amount]
- **Last Activity Date:** [Date]

State law requires us to transfer (escheat) these funds to the State Treasurer's Office if there is no activity on the account for a specific period of time. If we do not hear from you by **[Deadline Date]**, we will be required to remit these funds to the State of [State Name].

Once the funds are transferred to the State, you will need to file a claim directly with the State's Unclaimed Property Division to recover them.

**To prevent these funds from being transferred, please take one of the following actions:**

1. Sign and return this letter to the address listed below.
2. Deposit or cash the check if it is still in your possession.
3. Contact us at [Phone Number] or [Email Address] to verify your account status.

If you have already cashed this check or resolved this balance, please disregard this notice.

Sincerely,

[Your Name/Department]  
[Company Name]  
[Company Address]  
[Phone Number]

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**Claim Affirmation:**

I hereby certify that I am the rightful owner of the funds described above and wish to claim them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_