

[Date]

[Owner Name]

[Last Known Address]

[City, State, Zip Code]

Notice: Final Notification Regarding Unclaimed Property

Dear [Owner Name],

Our records indicate that we are holding the following property belonging to you:

- **Account/Reference Number:** [Account Number]
- **Type of Property:** [Property Description]
- **Amount/Value:** [Amount]
- **Last Activity Date:** [Date]

State law requires that when there has been no activity on an account for a specific period of time, the property must be transferred to the State Treasury as "Unclaimed Property."

To prevent this property from being transferred to the [State Name] State Controller's Office, please complete one of the following actions by [Deadline Date]:

- Sign and return the enclosed form in the provided envelope.
- Contact us by phone at [Phone Number].
- Log into your account at [Website URL] and perform a transaction.

If we do not hear from you by [Deadline Date], we are required by law to remit these funds to the state. After that date, you will need to file a claim directly with the [State Name] Unclaimed Property Division to recover your funds.

If you have already taken action regarding this account or if the property has already been claimed, please disregard this notice.

Sincerely,

[Sender Name]

[Company Name]

[Department Name]

[Contact Information]