

[Date]

[Account Holder Name]

[Street Address]

[City, State, Zip Code]

Subject: Notice of Dormant Account and Pending Funds Transfer

Dear [Account Holder Name],

Our records indicate that there has been no activity on your [Account Type] account, number ending in [Last 4 Digits], for a period of [Number] months. As a result, your account has been classified as dormant.

Under state law, financial institutions are required to transfer funds from accounts that remain inactive for an extended period to the State Controller's Office (unclaimed property division). This process is known as escheatment.

Total Balance Subject to Transfer: \$[Amount]

To prevent the transfer of these funds and to reactivate your account, please perform one of the following actions by [Deadline Date]:

- Log in to your online banking portal and perform a transaction.
- Visit any local branch with a valid government-issued ID.
- Sign and return the enclosed "Account Reactivation Form."
- Make a deposit or withdrawal of any amount.

If we do not hear from you or see activity by the date listed above, your account will be closed and the remaining balance will be remitted to the state. Once funds are transferred to the state, you will be required to file a claim directly with the [State Name] Unclaimed Property Division to recover them.

If you have already taken action to update this account, please disregard this notice.

Sincerely,

[Bank Name]

[Department Name]

[Contact Phone Number]

[Website URL]