

**Date:** [Insert 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 there has been no activity on your account(s) listed below for a significant period of time. Under state law, accounts that remain inactive for a specific duration are considered "dormant" and must be transferred to the State Treasury as unclaimed property.

**Account Number(s):** [Insert Account Number(s)]  
**Current Balance:** [Insert Amount]

To prevent your funds from being transferred to the state, you must take action by **[Insert Deadline Date]**. You can keep your account active by performing one of the following:

- Making a deposit or withdrawal.
- Logging into your online banking portal.
- Contacting us via phone at [Insert Phone Number].
- Signing and returning the bottom portion of this letter to the address provided.

If we do not hear from you by the deadline, we are legally required to close the account and remit the balance to the [Insert State Name] State Treasurer's Office. Once transferred, you will need to file a claim directly with the state to recover your funds.

If you have questions, please contact our customer service team at [Insert Phone Number] or visit our website at [Insert Website].

Sincerely,

[Bank/Company Name]  
[Department Name]

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**ACKNOWLEDGMENT OF OWNERSHIP**

I wish to keep my account active and confirm that the information above is correct.

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