

[Company Name]
[Department Name]
[Address Line 1]
[City, State, Zip Code]
[Date]

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

RE: NOTICE OF UNCLAIMED PROPERTY / DORMANT ACCOUNT

Dear [Customer Name],

Our records indicate that the account listed below has been inactive for a period of [Number] years. According to state law, accounts that remain dormant for a specific period of time are considered "unclaimed property" and must be transferred (escheated) to the State Treasury.

Account Details:

Account Number: [Account Number]
Account Type: [Type of Account]
Balance/Value: [Amount]

To prevent this transfer and keep your account active, you must take action by **[Deadline Date]**. Please perform one of the following steps:

- Log in to your online account at [Website URL].
- Sign and return the enclosed "Account Reactivation Form."
- Contact our customer service department at [Phone Number].
- Make a deposit or withdrawal from the account.

If we do not hear from you by [Deadline Date], we are required by law to close the account and remit the funds to the [State Name] Unclaimed Property Division. Once the funds are transferred to the state, you will need to file a claim directly with the state government to recover them.

If you have already taken action regarding this account recently, please disregard this notice.

Sincerely,

[Sender Name/Signature]
[Title]
[Company Name]