

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notice of Impending Transfer of Unclaimed Property (Dormant Account)

Dear [Customer Name],

Our records indicate that your account(s) listed below have been inactive for a period of [Number] years. Under state law, accounts that show no owner-generated activity for a specific period are considered "dormant" and must be transferred to the State Treasury as unclaimed property.

Account Details:

- Account Type: [Type of Account]
- Account Number: [Partial Account Number]
- Current Balance: [Balance Amount]

How to Prevent the Transfer:

To keep your account active and prevent your funds from being turned over to the state, please perform one of the following actions by [Deadline Date]:

1. Log in to your online banking portal and perform a transaction.
2. Visit any local branch with a valid government-issued ID.
3. Sign and return the enclosed acknowledgment form in the provided envelope.

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

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

Sincerely,

[Bank/Organization Name]

[Department Name]

[Phone Number]

[Website]