

[Your Bank's Name]
[Bank Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

Subject: Notice of Pending Transfer of Dormant Account

Dear [Customer Name],

Our records indicate that there has been no activity on your account(s) listed below for a period of [Number] years. As a result, your account is currently classified as dormant.

Account Number(s): [List Account Numbers]

Under state law, financial institutions are required to transfer the funds of dormant accounts to the State Treasurer's Office (Unclaimed Property Division) if they remain inactive for a specific period of time. This process is known as escheatment.

How to Keep Your Account Active:

To prevent the transfer of your funds to the state, please take one of the following actions by [Deadline Date]:

- Make a deposit or withdrawal from the account.
- Perform a transfer between this account and another account you hold with us.
- Sign and return the enclosed acknowledgment form in the provided envelope.
- Log in to your online banking portal and perform a transaction.

If we do not hear from you or see activity on the account by [Deadline Date], we will be legally obligated to close the account and transfer the remaining balance of [Current Balance] to the state. Once transferred, you will need to file a claim directly with the State's Unclaimed Property Division to recover your funds.

If you have any questions, please contact our customer service department at [Phone Number] or visit your local branch.

Sincerely,

[Bank Representative Name]
[Title]
[Bank Name]