

URGENT: ACTION REQUIRED REGARDING YOUR PROPERTY

Date: [Insert Date]

[Recipient Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Subject: Notice of Unclaimed Property / Final Notice Before Transfer to State

Dear [Recipient Name],

Our records indicate that [Company Name] is holding unclaimed funds belonging to you. These funds are currently classified as inactive. According to state law, if these funds remain unclaimed for a specific period, we are required to transfer them to the State Treasurer's Office (a process known as escheatment).

Account Information:

- Account Number/Reference: [Insert Number]
- Property Type: [Insert Type, e.g., Uncashed Check, Credit Balance]
- Amount: \$[Insert Amount]

How to Claim Your Funds:

To prevent these funds from being transferred to the state, please take one of the following actions by [Insert Deadline Date]:

1. Sign and return this letter to the address listed below.
2. Contact us by phone at [Insert Phone Number].
3. Log in to your account at [Insert Website URL] and perform a transaction.

If we do not receive a response from you by the deadline stated above, we will be legally obligated to remit these funds to the state of [Insert State Name]. After that time, you will need to file a claim directly with the state's Unclaimed Property Division to recover the funds.

Authorization to Release Funds:

I hereby certify that I am the owner of the property described above and wish to claim these funds.

Signature of Owner / Representative

Date: _____

Please return this form to:

[Company Name]

Attn: [Department Name]

[Company Address]

[City, State, Zip Code]

Sincerely,

[Sender Name/Department]

[Company Name]