

[Date]

[Owner Name]
[Last Known Address]
[City, State, Zip Code]

RE: Notice of Unclaimed Property

Dear [Owner Name],

According to our records, [Company Name] is holding property that appears to belong to you. This property has remained inactive for a period of [Number] years.

Property Description: [Type of Property, e.g., Uncashed Check, Refund, Credit Balance]

Reference Number: [Account or Check Number]

Amount: \$[Amount]

Action is required to prevent these funds from being transferred to the State. Under state law, if we do not receive a claim or response from you by [Deadline Date], we are required to remit these funds to the [State Name] Unclaimed Property Division.

To claim this property, please sign this letter and return it to the address below, or contact us directly at [Phone Number] or [Email Address].

[Company Name]
[Department Name]
[Mailing Address]
[City, State, Zip Code]

Once your claim is verified, we will issue a replacement payment to your current address.

Sincerely,

[Name of Sender]
[Title]
[Company Name]

Owner Acknowledgment:

I hereby certify that I am the owner/authorized claimant of the property described above.

Signature: _____ Date: _____