

Notice of Unclaimed Funds

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that there are unclaimed funds associated with your account at [Financial Institution's Name]. Our records indicate that your account has been inactive for a period of [Insert Duration], leading to these funds being classified as unclaimed.

Details of the unclaimed funds are as follows:

- Account Number: [Insert Account Number]
- Amount: [Insert Amount]
- Date of Last Activity: [Insert Date]

To claim these funds, please contact us at [Insert Phone Number] or visit our website at [Insert Website URL] to verify your identity and complete the necessary forms.

Please note that unclaimed funds may be turned over to the state after a certain period according to state laws. We encourage you to take action promptly to retrieve your funds.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Financial Institution's Name]

[Institution's Address]

[City, State, Zip Code]