

Unclaimed Property Notification

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Account Holder's Name],

We are writing to inform you that your account with [Company/Organization Name] has been identified as abandoned. As a result, the funds in this account have become unclaimed property.

Details of your account are as follows:

- Account Number: [Account Number]
- Last Activity Date: [Last Activity Date]
- Current Balance: [Account Balance]

Please contact us within [Insert Time Frame] to claim your property and prevent it from being transferred to the state. If we do not hear from you, your account may be reported as unclaimed property as required by state regulations.

To claim your account, you can reach us at [Contact Information] or visit our website at [Website URL]. We are here to assist you with this matter.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]