

Unclaimed Property Notification

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that we have identified unclaimed property associated with your name or account.

Details of the unclaimed property are as follows:

- Account Number: [Insert Account Number]
- Property Type: [Insert Property Type]
- Last Known Value: [Insert Value]
- Date of Last Activity: [Insert Date]

If you believe that this property belongs to you, please contact us within [Insert Time Period] to claim your property.

You can reach us at:

- Phone: [Insert Phone Number]
- Email: [Insert Email Address]

Failure to respond may result in the transfer of property to the state in accordance with [Insert relevant state law or regulation].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]