

Unclaimed Property Notification

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to notify you of unclaimed property belonging to the estate of the late [Deceased's Name], who passed away on [Date of Death]. As the administrator/executor of the estate, it is important that you are informed about assets that remain unclaimed.

Our records indicate that the following unclaimed property is associated with the deceased:

- Property Type: [e.g., bank account, life insurance policy]
- Account Number: [Insert Account Number]
- Value: [Insert Estimated Value]

If you believe you are entitled to this property or require further information, please contact our office at your earliest convenience. You may reach us at [Insert Phone Number] or [Insert Email Address]. We can assist you with the steps necessary to claim the assets.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]