

# Unclaimed Property Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that our records indicate you may have unclaimed property held under your name. We encourage you to verify your information and claim your property as soon as possible.

Details of the unclaimed property are as follows:

- Property Type: [Insert Property Type]
- Account Number: [Insert Account Number]
- Amount: [Insert Amount]
- Last Known Address: [Insert Last Known Address]

If you believe this information pertains to you, please contact us at [Insert Phone Number] or [Insert Email Address]. You may also visit our website at [Insert Website URL] for further instructions on how to claim your property.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]