

Sample Letter – Owner Notification

Notification letters must be sent for any property valued at \$50 or more. The letters must be sent no more than 120 days or less than 60 days before the report is filed.

July 1, YEAR

Sandy Jones (Owner Name)
123 Main Street
City Name, State USA 12345

RE: (Property Description)

We are holding unclaimed property of at least \$50 due to the person listed above. The owner may claim this property by contacting us at the address and/or phone number listed below:

Holder Information: Company Name
Address
Phone Number

If we do not hear from you before *(insert the last date by which the company can remove items for refunds before reporting to the State)*, the law requires us to submit this property to the State Treasurer's Office. The State Treasurer will hold this property forever or until the owner claims it.

Sincerely,
Unclaimed Property Dept.



PLEASE SIGN BELOW TO ACKNOWLEDGE OWNERSHIP OF THE ABOVE LISTED FUNDS

SIGNED		DATE	
STREET ADDRESS (INCLUDE NUMBER)		STATE	ZIP CODE
CITY			
ACTION TO BE TAKEN (PLEASE CHECK ONE)			
<input type="checkbox"/> REISSUE CHECK (ORIGINAL IS / IS NOT ENCLOSED)		<input type="checkbox"/> UPDATE ACCOUNT (PASSBOOK IS / IS NOT ENCLOSED)	
<input type="checkbox"/> OTHER (EXPLAIN)		<input type="checkbox"/> CLOSE ACCOUNT AND SEND CHECK (PASSBOOK IS / IS NOT ENCLOSED)	
COMMENTS:			