

XYZ Company
1234 MAIN STREET • SACRAMENTO, CALIFORNIA 99999

“THE STATE OF CALIFORNIA REQUIRES US TO NOTIFY YOU THAT YOUR UNCLAIMED PROPERTY MAY BE TRANSFERRED TO THE STATE IF YOU DO NOT CONTACT US.”

January 1, 2010

Owner Name
Address
City State Zip

Account Number: 1234

Dear Mr. or Mrs. _____

California Unclaimed Property Law requires XYZ Company to transfer funds from deposit, account, shares, or other interest to the State Controller’s Office (SCO) if the account has been inactive for three years. According to our records, there has been no customer activity on your account for more than two years. Therefore, your property is in danger of escheating to the state unless you contact us or respond by completing, signing, and returning this notice to:

XYZ Company
1234 Main Street
Sacramento, CA 99999

Email Address:jsmith@xyzcompany.com
TEL. (800)123-4567 FAX (800) 123-0111

If your account is transferred to the SCO, you will be required to submit a claim to the SCO in accordance with the provisions of the California Code of Civil Procedure in order to recover it.

Please check the appropriate box, sign in the space provided below, and return to us as soon as possible to avoid having your account escheated to the SCO.

- I wish to maintain this account; by signing and returning this notice, I am satisfying the requirements of the Code of Civil Procedure by indicating an interest in the account and my desire that XYZ Bank maintain this account on my behalf.
- Please update my address(es) as follows:

- I wish to close the account. Please send a check for the closeout amount.

(Signature)

(Date)

We appreciate your assistance in this matter. Please contact our office if you have any questions or if we can be of assistance to you in any way.

Sincerely,

John Smith
Accounting Department
XYZ Company