

2013 - Sample Due Diligence Letter

Holder Company Letterhead

Date of Letter

Owner Name
123 Main Street
City, State, Zip
Re: Account # 123456

Date of Last Contact: xx/xx/xxxx
Type: SAVINGS
Balance: \$xxx.xx

According to our records, the above listed account that we are holding in your name has been inactive for at least __ years. Accounts that have shown no activity and no contact with the owner for the past __ years are required by Connecticut State Law to be sent to the State. If we do not hear from you by XX/XX/XXXX, *(give owners 45 to 60 days to respond to your due date)* your property will be sent to the state. Please complete the information below or call us at 1-800-XXX-XXXX to make contact with our office regarding your account.

After March 31, 2014, the rightful owner may contact the State of Connecticut Unclaimed Property Division at 1-800-833-7318 to claim this property. The State Treasurer is required by state law to hold this property in perpetuity until either the rightful owner or their heirs comes forward to claim it.

Sincerely,
(Company's Contact name)

Please Sign Below To Acknowledge Ownership Of The Above Listed Funds

Print Owner Name _____ Date _____

Owner Signature _____

Street Address (Include Number) _____ City _____

State _____ Zip Code _____ County _____

Action to be taken (Please Check One):

- Reissue Check Update Account Close Account & Send Check Other (explain)

Comments _____