

Official Letterhead of Your Company, Organization, Nonprofit, University, Etc.

Any Month 1, 20__

Mrs. and Mrs. Jane & John Q. Public
1234 Any Street
Any Town, Any State 67890-0123

RE: Description of the Property/Account Number

Dear Mr. and Mrs. Public:

Our records show we are holding \$_____ (in a bank account/fund/number of stocks/money fund) that legally belongs to you. You must contact us – by phone, written letter, email or in person - at your earliest convenience and let us know how you would like this account handled.

Holder Contact Information:

Your Company Name, Inc.
77777 Any Street, Any Town, STATE 05401
(000) xxx-xxxx – phone
(000) xxx-xxxx – fax
anycompany@anynet.com - email

We must hear from you by (insert a date that satisfies the due diligence requirement of at least 60 days prior to reporting and no more than 120). If no response is received by that date, we will report your property as abandoned to the State of Vermont Unclaimed Property Division of the Treasurer Office.

As soon as possible, please call or write us to advise how you would like this matter handled, or indicate below the desired action to take in this regard.

Sincerely,
Company Contact Name, TITLE
(000 xxx-xxxx – direct line)

PLEASE INDICATE THE DESIRED ACTION TO BE TAKEN FOR THE ABOVE-LISTED ACCOUNT

Check One Item from Below:

- Reissue Check (original is/is not enclosed)
- Update Account (passbook is/is not enclosed)
- Close Account and Send Check (passbook is/is not enclosed)
- Other (explain)

Owner Name (print)

Owner Signature

IMPORTANT: If your account is reported as abandoned to the state, you must wait until after May 1, 20__, to contact the Vermont State Unclaimed Property Division and request a claim form for the return of these assets.

State of Vermont Office of the Treasurer | Unclaimed Property Division | 109 State St., Montpelier, VT 05609
Phone: (802) 828-2407 / (802) 642-3191 (Vermont Only) | email: unclaimed.property@vermont.gov