

Due Diligence Letter - Sample

Miss Susan Smith
109 State Street
City Name, State, ZIP

Re: (Property Description or Account No.)

Our records indicate that we are holding unclaimed property in the amount of \$_____ 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	Your Company, Inc
Address	77 Main Street, Burlington, VT 05401
Phone Number	(802)-777-7777

If we do not hear from the owner before (*insert the last day that the company can remove items for refund reporting and remitting to the State*), in accordance with Vermont unclaimed property law, these funds will be remitted to the state's Unclaimed Property Division.

Please take a minute to **call us at (802) 777-7777** so as to claim your property **OR** indicate below how you wish for us to handle your property. Please **mail your written response to the address listed above.**

Sincerely,

(*Company Contact Name*)
Street Address
City, State, Zip

PLEASE SIGN BELOW TO ACKNOWLEDGE OWNERSHIP OF THE ABOVE LISTED FUNDS

Print Owner Name

Owner Signature

Action to be taken (**PLEASE CHECK ONE**)

- 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)

PLEASE NOTE: After May 1 of _____, the property owner may contact the Unclaimed Property Division at 802-828-2407 or 800-642-3191 (Vermont Only) to claim their property. The State will hold this property in perpetuity until the rightful owner or heirs claim it.