

Due Diligence Letter - Sample

Mrs. Mary Jones
123 Main 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. **After** May 1 of _____, the owner may contact the Unclaimed Property Division at 802-828-2407 to claim their property. The State will hold this property in perpetuity until the rightful owner or heirs claim it.

Sincerely,

(*Company Contact Name*)

Street Address

City, State, ZIP

PLEASE SIGN BELOW TO ACKNOWLEDGE OWNERSHIP OF THE ABOVE LISTED FUNDS

Printed 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)