



STATE OF CONNECTICUT  
Office of the State Treasurer  
**UNCLAIMED PROPERTY DIVISION**  
<http://www.state.ct.us/ott/holderoutreachoverview.htm>

## 2009 - Sample Due Diligence Letter

1. Due diligence letters must be sent out to owners at their last-known address **at least six months prior to presumption of abandonment is to take effect** for the following property types: **wages, salary, or other compensation and utility deposits or refunds.**
2. **For all other property types**, due diligence letters must be sent out to owners at their last-known address **within one year before presumption of abandonment is to take effect..**
3. Put the Due Diligence Letter on **company letterhead.**

Date of Letter

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

Date of Last Contact: XX/15/XX  
Type: SAVINGS  
Balance: \$100.00

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 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/31/XX, your property will be sent to the state. You may fill out the information below and sign or call us at 1-800-XXX-XXXX.

After that date, the owners may contact the State of Connecticut Unclaimed Property Division at 1-800-833-7318 to claim their property. The State Treasurer will hold this property in perpetuity until either the rightful owner or heirs claim it.

Sincerely,  
(Company's Contact name)

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**Please Sign Below To Acknowledge Ownership Of The Above Listed Funds**

Printer Owner Name/Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Street Address (Include Number) \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_

Action to be taken (Please Check One)

☐ **Reissue Check**

(Original is/is not enclosed)

☐ **Update Account**

(Passbook is/is not enclosed)

☐ **Close Account & Send Check** ☐ **Other (explain)**

(Passbook is/is not enclosed)

Comments

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Revised – 12/12/2008

Posted on <http://www.state.ct.us/ott/holderoutreachoverview.htm> 12/12/2008