

Sample Due Diligence Letter

Date of Letter

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

Date of Last Contact: 07/15/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 01/31/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)

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
(Passbook is/is not enclosed)

☐ Other (explain)

Comments _____
