



**STATE OF CONNECTICUT
UNCLAIMED PROPERTY DIVISION
FOR THE CALENDAR YEAR 2007**

Sample Due Diligence Letter

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.**

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.

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 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)

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 _____