Sample Due Diligence letter ~Owner Notification

(Notification letters must be sent for any property valued at $50 or more. The letters must be sent no more than 120 days before the report is filed.)

NOTICE OF UNCLAIMED FUNDS

<DATE>

<Owner Name>
<Street Address>
<City, State, Zip>

RE: *<Property Description>*

We are holding unclaimed property of $_____ due to the person listed above. The owner may claim this property by contacting us at:

<Company Name>
<Address>
<Phone Number>
<Email>

If we do not hear from you before *<insert the last date by which the company can remove items for refunds before reporting to the State>*, South Carolina law requires us to submit this property to the State Treasurer's Office.

If you do not contact us by *<insert date>*:

- The funds will be transferred to the South Carolina State Treasurer's Office.
- Funds reported to the State may not be available for you to claim until January 1st.
- You may claim your funds from the State online at Treasurer.sc.gov after January 1st.

Sincerely,

<Company Name>