

July 1, YEAR

(Owner Name)

(Owner Last Known Address)

RE: (Property Description)

We are holding unclaimed property of at least \$100 owed 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
 Company Address
 Company Phone Number

If we do not hear from you before (insert date at least 60 days from the letter date), Kansas law requires us to submit this property to the Kansas State Treasurer's Office. The State Treasurer will hold this property forever or until the rightful owner or heirs claim it. You may contact the Kansas Unclaimed Property Department at (785)296-4165 to claim the property after the above date.

Sincerely,

Contact Name
Contact Phone

Please sign below & return to acknowledge ownership of the above listed funds

Please take the following action (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)

Current Mailing Address

City

State

Zip

Signature

Phone