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 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

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