

Your Corporation Name
1st Avenue North
Somewhere, US 99999
(123) 456-7890

August 01, 2019

Owner Name
1234 Any Road
Any Town, US 99999

Property Description: xxxxxx
Balance: \$xxxxx

Dear Property Owner:

We are holding unclaimed property due to the person listed above. The State of Kentucky requires us to notify you that your property may be transferred to the custody of the Treasurer if you do not contact us within thirty (30) days after the date of this notice. The owner may claim this property by contacting us at the address and/or telephone number listed below:

Your Corporation Name
1st Avenue North
Somewhere, US 99999
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If we do not hear from the owner by (the last date your system can remove items for refund before reporting to the state), the law requires us to submit this property to the Kentucky State Treasury Unclaimed Property Division. You will then have to file a claim with the State of Kentucky to receive your property. Property not legal tender, may be subject to sale by the Treasurer.

I.M. Somebody
Your Corporation Name
Your Corporation Phone Number