

**THE STATE OF CALIFORNIA REQUIRES US TO NOTIFY YOU THAT YOUR UNCLAIMED PROPERTY
MAY BE TRANSFERRED TO THE STATE IF YOU DO NOT CONTACT US.**

[Date]

[Property Owner Name]

[Street Address]

[City, State Zip]

Re: [Property Description]

Date of Escheatment: [Date of Escheatment]

Safe Deposit Box Number: [#####]

Date agreement expired/terminated: [#####]

Dear [Property Owner Name]:

California Unclaimed Property Law requires [Holder Business Name] to transfer the contents of safe deposit boxes or safekeeping repositories to the State Controller's Office (SCO) if they remain unclaimed for more than three years. According to our records, the lease or rental period on your box or repository has either expired or the agreement was terminated more than two years ago. Therefore your property, or the proceeds of the sale of your property, is in danger of escheating to the state unless you obtain possession of the property or enter into a new lease or rental agreement.

If your property is transferred to the State, you will be required to file a claim with the SCO to recover it, in accordance with the provisions of the *Code of Civil Procedure* section 1500 et seq.

If you wish to maintain this safe deposit box or repository; please contact us immediately to make arrangements.

[Holder Business Name]

[Street Address]

[City, State Zip]

[Person Responsible for Owner Inquiries]

[Email Address]

[Telephone/Fax Number]

We appreciate your assistance in this matter. Please contact our office if you have any questions or if we can be of assistance to you in any way.

Sincerely,

[Holder]