

Holders must send due diligence letters for any property valued over \$75. The letters must be sent between May 1 and August 1.

Sample Letter

(See page 25.)

May 1, YEAR

Owner Name

1234 Any Street N

AnyTown, US 99999-9999

We Have Unclaimed Property That Belongs To You

Dear Owner Name:

We have at least \$75 dollars that belongs to you and need to return it.

To get your money back

Please write us at the address below, or call (999) 999-9999.

Your Company Name

123 Avenue S

Your Town, US 99999

The law requires us to submit this property to the Washington State Department of Revenue by November 1 of each year. If we do not hear from you by date*, you will need to contact the state to get your money back.

Sincerely,

**For date, determine the last date you can remove items from your system for refund, remembering to allow for processing time to get the funds to the Unclaimed Property office by the due date.*