

Due diligence

Due diligence letters are required on stocks, safe deposit box contents, and amounts of more than \$75. Letters must be sent between May 1 and August 1 to the last known valid address you have on file. You do not need to send letters to addresses that the Post Office has deemed undeliverable.

In your respond by (due date), remember to allow for processing time to complete and file your report.

Sample letter

May 1, 20XX

Owner's Name
Owner's Street Address
City, State, Zip Code

We have unclaimed property that belongs to you

Dear Owner Name:

We have at least \$75 dollars that belongs to you and would like to return it.
Please write to us at the address below, or call us at (XXX) XXX-XXXX.

Your Company's Name
Your Company's Street Address
City, State, Zip Code

Respond by August 1, 20XX.

If we do not hear from you by the above date, we are required by law to send your funds to the Washington State Department of Revenue.

Sincerely,
Signature