



# GENERAL OVERVIEW

## Sample Due Diligence Letter

Owner Name  
123 Main Street  
City Name, State, Zip

Re: (Property Description or Account No.)

Our records indicate that we are holding unclaimed property in the amount of \$\_\_\_\_\_ due to the person listed above. The owner may claim this property by contacting us at the address and/or phone number listed below.

Holder Information:

Company Name  
Address  
Phone Number

If we do not hear from the owner before (insert the last day that the company can remove items for refund reporting and remitting to the State), Arizona law requires us to submit this property to the Arizona Department of Revenue, Unclaimed Property Unit before November 1.

Sincerely,  
(Company's Contact Name)  
Street Address (Include Number)  
City, State, Zip Code

**PLEASE SIGN BELOW TO ACKNOWLEDGE OWNERSHIP OF THE ABOVE LISTED FUNDS**

\_\_\_\_\_  
Printed Owner Name

\_\_\_\_\_  
Owner Signature

Action to be taken (PLEASE CHECK ONE)

- Reissue Check (original is/is not enclosed)     Update Account (passbook is/is not enclosed)  
 Close Account and Send Check (passbook is/is not enclosed)  
 Other (explain)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_