

OWNER NOTIFICATION LETTER
NOTICE OF UNCLAIMED FUNDS AND/OR PROPERTY

Date

Recipient's Name
Address
City, State, ZIP Code

Our records indicate that you appear to be the owner of the funds or property listed below:

<u>Check number</u>	<u>Check date</u>	<u>Reason for payment</u>	<u>Amount</u>
101	05/31/2013	Flower arrangement	\$75.00

Please indicate how you would like to resolve this matter:

I request a replacement check for the above referenced check _____

I agree to donate the funds for the above referenced check back to the church _____

Sign and return the letter to the church at:

Church name
Church address
City, State, ZIP Code

If you do not respond by Oct. 31, these funds will be turned over to the South Carolina State Treasurer's Office.

Signature _____

Date _____

Address _____
(if new) _____

If you have any questions, please contact (put in contact information for the person handling unclaimed property responses for your church, such as your treasurer).

Sincerely,