**SAMPLE DUE DILIGENCE LETTER**

(Institution Letterhead)

January 1, 20XX

Owner Name

1234 Any Road

Any Town, TN 99999-9999

Account # xxxxxx

Balance: $xxx.xx

Dear Owner Name:

We are holding unclaimed property of at least $50 due to the person listed above. The owner may claim this property by contacting us at the address or telephone number listed below:

 Institution Name

 Institution Office

 123 College Street

 Big City, TN 99999-999

 (123) 456-7890

If we do not hear from the owner by (the last date your system can remove items for refund before reporting to the state, at least 60 days from date of letter) the law requires us to submit this property to the Tennessee Treasury Department Unclaimed Property Division.

Sincerely,