

# Sample Due Diligence Letter – General Purpose

**Susan Combs**  
Texas Comptroller of Public Accounts  
July 2010

Texas Property Code Sec. 74.1011 (a) requires that you include the following language in your letter to the owner:

1. You, the holder (insert company name), are holding the property; and
2. You, the holder (insert company name), may be required to deliver the property to the Texas State Comptroller on or before November 1 if the property is not claimed.

Date

Missing Owner Name  
Missing Owner Last-Known Address  
City in Texas, Texas 77000

Our records show that we, XYZ Company, are holding unclaimed property that may belong to you. We also have not had direct contact with you since mm/dd/yyyy. The check or identifying number for the \$ 0,000.00 we are holding is Nbr. 123456 and the item is dated mm/dd/yyyy.

Under Texas state law, we may be required to deliver this property to the Texas Comptroller of Public Accounts, on or before Nov. 1 if the property is not claimed. Please complete the information below and return this letter to XYZ Company no later than mm/dd/yyyy, so that we may meet our unclaimed property reporting obligations. Do not forget to sign and date your response.

SAMPLE

\_\_\_\_\_ I am entitled to the above referenced property. Please issue a new check and mail to the following address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ I am not entitled to the above referenced funds or these funds have already been paid to me.

\_\_\_\_\_ I am aware of these funds and choose not to claim them at the present time.

\_\_\_\_\_ Please change the address on my account to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Owner signature

\_\_\_\_\_  
Date signed

Your response is appreciated. Please contact us at (999) 999-9999 if you have any questions.

Sincerely,

XYZ Company

**up.holder@cpa.state.tx.us**

Holder Reporting Section (800) 531-5441, ext. 6-6246

