

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**RE: Notice of Uncashed Settlement Check**

**Claim/Reference Number:** [Reference Number]

Dear [Recipient Name],

Our records indicate that we issued a settlement payment to you on [Original Issue Date] in the amount of \$[Amount]. As of today, this check has not been presented for payment and remains uncashed.

Please review your records to determine if you are still in possession of this check. If you have the check, please deposit or cash it immediately.

If you have lost, misplaced, or never received the check, please complete the section below and return this letter to us so that we may issue a replacement:

- I still have the check and will deposit it.
- I have lost the check. Please stop payment and issue a replacement.
- My address has changed. Please send the replacement to: [New Address].

Please note that if we do not hear from you by [Deadline Date], these funds may be required by law to be turned over to the State's Unclaimed Property Division as "escheated" funds. Once funds are transferred to the state, you will need to file a claim directly with them to recover the money.

If you have any questions, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]

[Department Name]

[Phone Number]