

Due-Diligence Owner-Outreach Letter

Finance & Accounting

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Drafts due-diligence / owner-outreach letters that a company sends before transferring unclaimed amounts to the IEPF or writing them back, with an audit-log note. Use it to satisfy the pre-transfer notice requirement. For the full filing pack, use the Escheatment Filing Pack Builder.

Purpose of this tool & output

Draft statutory letters to trace owners of unclaimed amounts

How the output is used

Use it to draft the statutory letters to trace and notify owners of unclaimed amounts before escheatment or transfer.

Who receives it

The letters are addressed to the owners/claimants of the unclaimed amounts on record, sent to their last known address.

How to submit / file it

Send the due-diligence letters by the required mode (registered post/email) within the statutory window before escheatment, keeping proof of dispatch and any response on file.

Who should vet it

A company secretary or compliance advisor, to confirm the letter content and timing meet the statutory due-diligence requirement.

Important cautions

Align wording with the applicable statute and your company secretary.

Companion documents

- Unclaimed Property Compliance
- IEPF Transfer Eligibility Checker
- Dormant Liability Scanner
- IEPF-5 Refund Claim Guide
- Unclaimed Bank Deposits Locator Guide
- Vendor / Customer Credit Recovery

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.