*SAMPLE NOTICE*

*(Notice must be sent for any unclaimed property valued at $100 or more. The notice must be sent three to six months before the report is submitted.)*

[date]

Owner Name

123 Main Street

City Name, Province, Postal code

RE: (Property Description/Identification)

According to our records we may be holding unclaimed property for the owner listed. The owner may claim this property by contacting us at the address, phone number or email address listed below.

Holder Information: Name

Address

Phone Number

Email Address

If the owner does not contact us before (insert the last day the property will be available from the holder), The New Brunswick *Unclaimed Property Act* requires us to deliver this unclaimed property to the Director of Unclaimed Property with the Financial and Consumer Services Commission.

Property with a value greater than $50 will be included in a list of unclaimed property published by the Director to facilitate its return to the rightful owner.

Sincerely,

(Holder Contact Name)