[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: SALE OF UNCLAIMED PROPERTY AT AUCTION**

Dear [CONTACT NAME],

NOTICE is hereby given that I, [NAME AND ADDRESS OF LANDLORD] will sell the following unclaimed property:

[DESCRIBE]

at a public auction on [DATE] ,[TIME] at [LOCATION] to pay for the charges incurred in maintaining and storing the unclaimed property pursuant to [APPLICABLE STATUTE/ACT].

The property is stored at [LOCATION] until the date of the public auction.

The following charges have been incurred for the storage and maintenance of the property:

[DESCRIBE]

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]