

[Optional Holder Letterhead]

**GUAM CODE REQUIRES US TO NOTIFY YOU THAT YOUR UNCLAIMED PROPERTY MAY BE TRANSFERRED TO THE STATE IF YOU DO NOT CONTACT US.**

[Date]

[Property Owner Name]

[Street Address]

[City, State Zip]

Re: [Property Description]

Date of Escheatment: [Date of Escheatment]

**Safe Deposit Box Number: [###]**

**Date agreement expired/terminated: [## / ## / #####]**

Dear [Property Owner Name]:

**Guam Unclaimed Property Law requires [Holder Business Name] to transfer the contents of safe deposit boxes or safekeeping repositories to the Treasurer of Guam (TOG) if they remain unclaimed for more than three years. According to our records, the lease or rental period on your box or repository has either expired or the agreement was terminated more than two years ago. Therefore, your property, or the proceeds of the sale of your property, is in danger of escheating to the state unless you obtain possession of the property or enter into a new lease or rental agreement.**

If your property is transferred to the TOG, you will be required to file a claim with the Guam Attorney General to recover it, in accordance with the provisions of the *Guam Code Annotated* section 6201 et seq.

If you wish to maintain this safe deposit box or repository; please contact us immediately to make arrangements.

[Holder Business  
Name] [Street  
Address] [City,  
State Zip]

[Person Responsible for Owner  
Inquiries] [Email Address]  
[Telephone/Fax Number]

We appreciate your assistance in this matter. Please contact our office if you have any questions or if we can be of assistance to you in any way.

Sincerely,

[Holder]