



1 North San Antonio Road  
Los Altos, California 94022-3087

Date

«Payee\_Name»  
«Street\_Address»  
«City»

Dear «Payee\_Name»,

Our records indicate that the following check issued to you or your organization has not been cashed.

Check number: «Check\_Number»  
Amount: \$«Amount»  
Date issued: «Issue\_Date»

Under California Government Code Section 50050 et seq., unclaimed funds will become the property of the City three (3) years after the check was issued, or after twelve (12) months for checks less than \$15. It is likely that the check was lost or never received. Please check your bank records to verify that the check has never been cashed by you. If your record indicates that you have deposited the check, please mark **X** on number 1 below. If your record shows that you have never received the check, please make **X** on number 2 and we will issue a replacement check to you. This letter should be returned to my attention at the address below.

Please reply to this correspondence below and return to us, either via e-mail or mail.

- \_\_\_1. Yes, I have received and cashed the above-mentioned check.
- \_\_\_2. No, I have never received and cashed the above-mentioned check. Please issue a replacement check.

Signed by: \_\_\_\_\_ Date \_\_\_\_\_

Sincerely,  
Accounts Payable  
City of Los Altos  
1 N San Antonio Road  
Los Altos, CA 94022