\*\*Put on your school Letterhead\*\*

Date

Name \*\*SAMPLE DUE DILIGENCE LETTER TO BE SENT\*\*

Address

Dear Sir/Madam:

According to our records, check number **XXXX f**or the amount of **$xxx.xx** was issued on **xx/xx/xx** and is still outstanding. If you have not received this check and agree that you will not cash it ifyou subsequently receive it; we will reissue another check to you.

To prevent us from reporting and remitting this property to the state unclaimed property office, please sign in the space provided below and return to the School Board of Hernando County.

Attn: Your name and school, address.

Please return signed no later than forty five days from the date of this letter. If you have moved, please indicate your new address below.

Thank you for your prompt response. If you have any questions, please contact me at (352) 797-XXXX extension XXX.

Sincerely,

Your name

Bookkeeper

“I certify that the original aforementioned check has either been lost, stolen, destroyed, or otherwise never received. If this check is found, I will forward it to the School Name and address”

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Representative Date

NOTE: Purposely attempting to cash the original check may constitute fraud.

ADDRESS CHANGE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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