

[Current Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**RE: ACTION REQUIRED - Uncashed Deposit Refund Check**

Dear [Recipient Name],

Our records indicate that the following check issued to you remains outstanding and has not been cashed:

- **Check Number:** [Check Number]
- **Check Date:** [Original Issue Date]
- **Amount:** \$[Amount]
- **Description:** Refund of Security Deposit for [Property Address/Account Number]

Please check your records to determine if you are still in possession of this check. If you have the check, please deposit or cash it immediately.

If the check has been lost, destroyed, or stolen, please complete the section below and return this letter to us. Upon receipt, we will stop payment on the original check and issue a replacement to the address provided.

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**Please select one option:**

I still have the check and will deposit it within 10 business days.

I no longer have the check. Please reissue the funds to the address below:

New Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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If we do not hear from you by [Deadline Date], these funds may be turned over to the State's Unclaimed Property Division in accordance with state law.

Sincerely,

[Your Name/Company Name]  
[Your Phone Number]  
[Your Email Address]