

DATE: [Current Date]

TO:

[Tenant Name]

[Last Known Address]

[City, State, Zip Code]

RE: NOTICE OF UNCLAIMED PROPERTY - UNCASHED SECURITY DEPOSIT CHECK

Dear [Tenant Name],

Our records indicate that the security deposit refund check listed below, issued to you following your tenancy at [Property Address], has not been cashed:

- **Check Number:** [Check Number]
- **Check Date:** [Original Issue Date]
- **Amount:** \$[Amount]

State law requires that when funds remain unclaimed for a specific period of time, they must be transferred (escheated) to the State's Unclaimed Property Division. We are sending this notice to provide you with the opportunity to claim these funds before we are legally mandated to turn them over to the state.

To claim these funds, please take one of the following actions by [Deadline Date]:

1. If you are in possession of the original check, please cash or deposit it immediately.
2. If the check has been lost or destroyed, please sign the bottom of this letter and return it to our office to request a replacement check.

If we do not hear from you or if the check remains uncashed by [Deadline Date], these funds will be remitted to the State of [State Name]. Once the funds are transferred to the state, you will be required to file a claim directly with the state government to recover your money.

Please contact us at [Phone Number] or [Email Address] if you have any questions.

Sincerely,

[Your Name/Company Name]

[Address]

[Phone Number]

REQUEST FOR REPLACEMENT CHECK

I certify that I have not cashed the original check mentioned above. Please issue a replacement check to the following address:

New Mailing Address: _____

Signature: _____ Date: _____