

Date: [Current Date]

[Tenant Name]

[Forwarding Address]

[City, State, Zip Code]

RE: URGENT - EXPIRING SECURITY DEPOSIT REFUND CHECK

Dear [Tenant Name],

Our records indicate that the security deposit refund check issued to you on [Date Check was Issued] for the property located at [Property Address] has not yet been cashed or deposited.

Check Details:

Check Number: [Check Number]

Amount: \$[Amount]

Issue Date: [Date]

Please be advised that this check is scheduled to expire on [Expiration Date]. After this date, the bank may no longer honor the check, and the funds may be subject to state escheatment laws regarding unclaimed property.

Please deposit or cash this check immediately to ensure you receive your funds. If you have lost the check or if it has been damaged, please contact our office at [Phone Number] or [Email Address] by [Deadline Date] so that we may issue a stop payment and provide a replacement check. Please note that a re-issuance fee of \$[Amount] may apply.

If you have already deposited this check, please disregard this notice.

Sincerely,

[Your Name/Company Name]

[Title]

[Phone Number]