

[Sender Name]
[Sender Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: FIRST NOTICE: Uncashed Security Deposit Refund Check

Dear [Recipient Name],

Our records indicate that the security deposit refund check issued to you for the property located at [Property Address] has not yet been cashed or cleared by our bank.

The details of the original check are as follows:

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

Please check your records and deposit the check as soon as possible. If you have already deposited the check, please disregard this notice.

If you have lost, misplaced, or did not receive the original check, please contact us at [Phone Number] or [Email Address] so that we may issue a stop payment and provide you with a replacement check.

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]
[Printed Name]
[Title/Company Name]