

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Tenant's Name]

[Tenant's Last Known Address]

[City, State, Zip Code]

**RE: NOTICE OF UNCASHED SECURITY DEPOSIT REFUND CHECK**

Dear [Tenant's Name],

Our records indicate that the security deposit refund check issued to you on [Original Issue Date] regarding your tenancy at [Rental Property Address] has not yet been cashed or cleared by our bank.

Check Details:

Check Number: [Check Number]

Check Amount: \$[Amount]

Please check your records to see if you have received this payment. If you are still in possession of the check, please deposit or cash it immediately. If you have lost or misplaced the check, please contact us at [Your Phone Number] so that we may issue a stop payment and send a replacement check to your current address.

Please be advised that if we do not hear from you or if the check remains uncashed by [Deadline Date], we may be required by law to remit these funds to the State Controller's Office as unclaimed property.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]