

[Current Date]

[Tenant Name]

[Tenant Forwarding Address]

[City, State, Zip Code]

Subject: Notice of Uncashed Security Deposit Refund Check

Dear [Tenant Name],

According to our records, the security deposit refund check issued to you on [Original Issue Date] regarding your tenancy at [Former Rental Address] has not yet been cashed or deposited.

The details of the check are as follows:

- 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 it as soon as possible, as checks may become void after a certain period.

If you have lost or misplaced the check, please contact us immediately so we can place a stop payment on the original check and issue a replacement to your current address.

If you have already deposited this check within the last few days, please disregard this notice.

Thank you for your prompt attention to this matter.

Sincerely,

[Landlord or Property Manager Name]

[Phone Number]

[Email Address]