

[Property Management Company Name]  
[Street Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

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

**RE: Notice of Outstanding Refund Check**

Dear [Recipient Name],

Our records indicate that check number **[Check Number]**, issued on **[Original Issue Date]** in the amount of **\$(Amount)**, has not yet been presented for payment. This check was issued to you for the refund of your **[Security Deposit/Overpayment]** regarding the property located at:

**[Former Rental Property Address]**

Please review your records to see if you are still in possession of this check. If you have the check, please deposit or cash it as soon as possible.

If the check has been lost, stolen, or destroyed, please check the appropriate box below and return this letter to us so that we may issue a replacement:

- I still have the check and will deposit it immediately.
- I no longer have the check. Please stop payment and issue a new check to the address listed below.

**Current Mailing Address:**

[Street Address]  
[City, State, Zip Code]

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

If you have any questions, please contact our office at **[Phone Number]**.

Sincerely,

[Sender Name]  
[Title]  
[Property Management Company Name]