

[Your Name]
[Your Current Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Landlord or Property Management Name]
[Address]
[City, State, Zip Code]

Subject: Request for Replacement Security Deposit Refund Check

To [Name of Landlord or Property Manager],

I am writing to formally request a replacement check for the security deposit refund from my previous tenancy at [Former Rental Address].

I have not received the original check, or the original check (Check #[Number], if known) was [lost/damaged/expired]. Therefore, I request that you place a stop payment on the original check and issue a new one for the full amount of \$[Amount].

Please mail the replacement check to my current address:

[Your Current Mailing Address]
[City, State, Zip Code]

Thank you for your prompt attention to this matter. Please let me know if you require any further information.

Sincerely,

[Your Signature]
[Your Printed Name]