

[Current Date]

[Tenant Name]

[Forwarding Address]

[City, State, Zip Code]

RE: SECOND NOTICE - Uncashed Security Deposit Check

Dear [Tenant Name],

This is a follow-up to our previous notice sent on [Date of First Notice] regarding your security deposit refund for the property located at [Former Rental Address].

Our records indicate that check number #[Check Number] in the amount of \$[Amount], issued on [Original Issue Date], has not yet been cashed or cleared our bank account.

Please let us know if:

- You have received the check and simply have not deposited it yet.
- You never received the check and require a replacement.
- Your mailing address has changed since you moved out.

If the check has been lost or destroyed, please contact us immediately at [Phone Number] or [Email Address] so we can issue a stop payment and send a replacement check to your current address. Please note that if we do not hear from you, we may be required by law to remit these funds to the State's Unclaimed Property division after a certain period of time.

We look forward to hearing from you soon to resolve this matter.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]