

[Date]

[Tenant Name]

[Forwarding Address]

[City, State, Zip Code]

Re: Outstanding Security Deposit Refund Check for [Property Address]

Dear [Tenant Name],

Our records indicate that the security deposit refund check issued to you on [Original Issue Date] in the amount of \$[Amount] has not yet been cashed or cleared through our bank account.

Please check your records to see if you have received this check (Check #[Check Number]). If you are still in possession of the check, please deposit or cash it as soon as possible.

If you have lost or misplaced the check, please contact us immediately at [Phone Number] or [Email Address]. We can issue a stop payment on the original check and mail a replacement to your current address. Please note that a stop payment fee of \$[Fee Amount] may be deducted from the replacement check.

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,

[Your Name/Management Company Name]

[Your Phone Number]

[Your Email Address]