

[Date]

[Tenant Name]

[Forwarding Address]

[City, State, Zip Code]

**Subject: Notice of Uncashed Security Deposit Refund Check**

Dear [Tenant Name],

Our records indicate that the security deposit refund check issued to you following your move-out from [Rental Property Address] on [Move-out Date] has not yet been cashed.

Check Details:

- Check Number: [Check Number]
- Date Issued: [Date]
- Amount: \$[Amount]

If you are still in possession of this check, please deposit or cash it as soon as possible. If you have lost or misplaced the check, please contact us immediately 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 or if the check remains uncashed after [Number] days, we may be required by law to remit these funds to the State Controller's Office as unclaimed property.

If you have already cashed this check, please disregard this notice.

Sincerely,

[Landlord/Manager Name]

[Company Name]

[Phone Number]

[Email Address]