

[Date]

[Former Tenant Name]

[Last Known Address]

[City, State, Zip Code]

**Re: Notice of Unclaimed Security Deposit Refund**

Dear [Former Tenant Name],

This letter is to inform you that our records indicate a security deposit refund check issued to you remains uncashed. This payment is related to your previous tenancy at [Property Address], which ended on [Lease End Date].

**Check Details:**

Check Number: [Check Number]

Original Issue Date: [Date]

Amount: \$[Amount]

If you are still in possession of this check, please deposit or cash it immediately. If you have lost or misplaced the check, please contact us by [Deadline Date] so that we may issue a stop payment and send a replacement check to your current address.

Please provide your updated mailing address below:

Current Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Please be advised that if we do not hear from you or if the check remains uncashed by [Date], we may be required by state law to remit these funds to the [State Name] Unclaimed Property Division.

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

Sincerely,

[Your Name/Company Name]

[Title]

[Phone Number]