

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

[Date]

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

**URGENT: Reissue Request for Security Deposit Refund**

Dear [Landlord/Property Manager Name],

I am writing regarding the security deposit refund for the property located at [Former Rental Address], which I vacated on [Move-out Date].

I received a check for the refund amount of \$[Amount] dated [Date on Check]. However, I was unable to cash or deposit this check because [Reason: e.g., it has expired / it was lost / it was damaged].

According to [State] law, landlords are required to return security deposits within [Number] days. As the original funds have not been successfully transferred, I am formally requesting that you stop payment on the previous check and issue a replacement check immediately.

Please send the replacement check to my current mailing address:

[Your Current Mailing Address]

I request that this matter be resolved within [Number, e.g., 5 or 7] business days to avoid further action. Please contact me at [Your Phone Number] or [Your Email] once the new check has been mailed.

Thank you for your prompt attention to this urgent matter.

Sincerely,

[Your Signature]  
[Your Printed Name]