

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

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Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the reissue of a personal check that was previously issued to me, dated [original date of the check], with check number [check number]. Unfortunately, the check has not been cashed and I am concerned it may have been lost.

To facilitate the reissue process, I would appreciate your assistance with the following: [briefly explain any specific requirements or information needed]. Please let me know if there are any forms I need to complete or fees I need to address.

Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]