

Date: [Insert Date]

To: [Tenant Name]
[Tenant Address]
[City, State, Zip Code]

Subject: Notice of Change of Depository for Security Deposit

Dear [Tenant Name],

This letter is to formally notify you that the security deposit held in connection with your lease agreement for the property located at [Rental Property Address] has been transferred to a new financial institution.

As required by law, please find the updated information regarding the location of your security deposit below:

New Bank Name: [Insert Bank Name]
Bank Address: [Insert Bank Address]
Account Type: [e.g., Escrow Savings Account]
Interest Rate: [Insert Rate, if applicable]

The amount of the security deposit remains [Insert Amount]. This change does not affect any other terms or conditions of your existing lease agreement. No action is required on your part.

If you have any questions regarding this transfer, please contact me at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Landlord/Manager Name]
[Company Name, if applicable]
[Contact Address]