

Date: [Date]

To: [Landlord or Property Management Name]

Current Address: [Your Current Apartment Address and Unit Number]

Subject: Request for Security Deposit Transfer

Dear [Landlord/Manager Name],

I am writing to formally request the transfer of my security deposit from my current apartment to my new apartment within your property management system.

Current Lease Details:

Address: [Current Address]

Lease End Date: [Date]

New Lease Details:

Address: [New Address]

Lease Start Date: [Date]

Please transfer the full security deposit amount of \$[Amount] currently held for [Current Unit] to the account for [New Unit]. If there is a difference in the required deposit amount between the two units, please let me know the balance due or the refund amount owed to me.

I understand that a move-out inspection will be conducted for my current unit, and I remain responsible for any damages beyond normal wear and tear as outlined in my original lease agreement.

Please confirm once this transfer has been processed. Thank you for your assistance.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]