

Date: [Insert Date]

Tenant Name: [Insert Name]

Current Address: [Insert Current Unit Number/Address]

New Address: [Insert New Unit Number/Address]

Subject: Acknowledgment of Security Deposit Internal Transfer

Dear [Tenant Name],

This letter serves as formal acknowledgment of the internal transfer of your security deposit in connection with your move from [Current Unit] to [New Unit], effective [Transfer Date].

The details of the transfer are as follows:

- Original Deposit Amount: \$[Insert Amount]
- Less Move-out Charges/Damages (if any): \$[Insert Amount]
- Amount Transferred to New Lease: \$[Insert Amount]
- Additional Deposit Required (if any): \$[Insert Amount]

The total security deposit now held for your new lease at [New Unit] is \$[Total Amount]. This deposit will continue to be held in accordance with the terms of your new lease agreement and local housing laws.

Please keep a copy of this acknowledgment for your records. If you have any questions regarding this transfer, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Manager Name]

[Property Management Company Name]