

[Current Date]

[Tenant Name]

[Current Unit Number]

[Property Name/Address]

Subject: Approval for Transfer of Security Deposit

Dear [Tenant Name],

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

Management has reviewed your request and approved the following:

- **Original Deposit Amount:** \$[Amount]
- **Amount to be Transferred:** \$[Amount]
- **Additional Deposit Required (if any):** \$[Amount]

Please note that this transfer is contingent upon a final inspection of your current unit. Any damages beyond normal wear and tear discovered in Unit [Current Unit Number] may be deducted from the deposit before the remaining balance is applied to your new lease.

Your new lease agreement for Unit [New Unit Number] will reflect this deposit transfer. Please ensure all move-out requirements for your current unit are completed by [Move-out Date].

If you have any questions regarding this transfer, please contact the management office.

Sincerely,

[Property Manager Name]

[Property Management Company]