

Date: [Insert Date]

To: [Recipient Name/Property Management Name]

Address: [Recipient Address]

Subject: Confirmation of Security Deposit Transfer

Dear [Recipient Name],

This letter serves as formal confirmation regarding the transfer of the security deposit for the unit located at:

Unit Address: [Insert Full Address of the Unit]

I, [Current Tenant/Payee Name], hereby authorize and confirm that the security deposit in the amount of \$[Insert Amount] has been transferred to [New Tenant Name/Landlord Name] as of [Date of Transfer].

The details of the transfer are as follows:

- **Original Deposit Amount:** \$[Insert Amount]
- **Transfer Effective Date:** [Insert Date]
- **Method of Transfer:** [e.g., Bank Transfer, Internal Ledger, Check]
- **Reference Number:** [Insert Reference Number, if applicable]

By signing this document, all parties acknowledge that the responsibility for the refund of this deposit at the end of the lease term now lies with the new designated recipient, and the original payer waives any further claim to these specific funds from the landlord or management company.

If you require any further documentation, please contact me at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Current Tenant/Payee Signature]

[Print Name]

[New Tenant/Receiver Signature]

[Print Name]

[Landlord/Manager Signature]

[Print Name]