

[Your Name]
[Your Current Address]
[Phone Number]
[Email Address]

[Date]

[Landlord or Property Management Name]
[Address]

RE: Security Deposit Reallocation for [New Property Address]

Dear [Landlord Name],

I am writing to formally request the reallocation of my security deposit currently held for the property located at [Current Property Address].

As I am transitioning from my current lease to a new lease for the property located at [New Property Address] starting on [New Lease Start Date], I authorize you to transfer the full amount of my security deposit, totaling \$[Amount], to the new account associated with the new lease agreement.

Please let me know if there are any additional forms required to finalize this transfer. If there is a difference in the required deposit amount between the two properties, please notify me immediately so I can provide the necessary funds or receive a partial refund.

Thank you for your assistance with this transition.

Sincerely,

[Your Signature]
[Your Printed Name]