

Date: [Date]

Tenant Name: [Tenant Name]

Current Address: [Current Unit Number/Address]

New Address: [New Unit Number/Address]

Subject: Notice of Security Deposit Transfer

Dear [Tenant Name],

This letter serves as formal notification regarding the security deposit held for your current lease at [Current Unit Number].

In accordance with your upcoming move to [New Unit Number] scheduled for [Move-in Date], your full security deposit in the amount of \$[Amount] will be transferred to your new account associated with the new lease agreement.

Details of the transfer are as follows:

- Original Deposit Amount: \$[Amount]
- Amount Transferred: \$[Amount]
- Date of Transfer: [Date]

Please note that any damages identified during the move-out inspection of your current unit may result in charges. If applicable, these charges will be handled as follows: [Choose one: Invoiced separately / Deducted from the transferred amount, requiring a top-up].

The terms and conditions regarding the security deposit as outlined in your new lease agreement will now apply. If you have any questions, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]

[Company Name]