

[Date]

[Tenant Name]

[Current Address]

[City, State, Zip Code]

Subject: Official Notification of Security Deposit Reassignment

Dear [Tenant Name],

This letter serves as official confirmation regarding the reassignment of your security deposit in connection with your upcoming move between units within [Property Name/Apartment Complex].

Current Unit: [Current Unit Number]

New Unit: [New Unit Number]

Transfer Date: [Move-in Date]

Please be advised that your security deposit in the amount of \$[Deposit Amount] has been successfully transferred from your current lease to the lease agreement for your new unit. No additional deposit is required at this time, provided that the current unit is vacated in accordance with the move-out guidelines.

Any damages or outstanding balances identified during the final inspection of your current unit may be billed to you separately or deducted from the transferred balance, subject to local laws and the terms of your lease.

All other terms and conditions of your original security deposit agreement remain in effect for the new premises.

If you have any questions regarding this transfer, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company Name]