

Date: [Insert Date]

Tenant Name: [Insert Tenant Name]

Current Address: [Insert Current Unit Number]

New Address: [Insert New Unit Number]

Subject: Transfer of Security Deposit for Unit Relocation

Dear [Insert Tenant Name],

This letter serves as official confirmation regarding the relocation of your residency within [Insert Property Name] from Unit [Current Unit] to Unit [New Unit], effective [Insert Move-in Date].

Regarding your security deposit, please be advised of the following:

- **Deposit Transfer:** Your current security deposit in the amount of \$[Insert Amount] will be transferred to your new account for Unit [New Unit].
- **Inspection of Current Unit:** A move-out inspection of your current unit will be conducted on [Insert Date]. Any damages beyond normal wear and tear may be deducted from the deposit before the balance is transferred.
- **Deposit Increase:** [Select one: The deposit amount remains the same / An additional deposit of \$[Amount] is required to meet the requirements of the new lease.]

Please note that all other terms and conditions of your original lease agreement remain in effect unless otherwise specified in your new lease addendum.

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

Sincerely,

[Your Name/Signature]

[Title]

[Property Management Company Name]