

[Date]

[Tenant Name]

[Current Unit Number]

[Property Name]

RE: Security Deposit Transfer for Unit Move

Dear [Tenant Name],

This letter serves as formal confirmation regarding the transfer of your security deposit following your request to move from Unit [Current Unit Number] to Unit [New Unit Number], effective [Move-in Date].

Please find the breakdown of the deposit transfer below:

- **Original Deposit Amount:** \$[Amount]
- **Less Damages/Cleaning (Current Unit):** \$[Amount]
- **Remaining Balance Transferred:** \$[Amount]
- **Additional Deposit Required (if any):** \$[Amount]

Total Security Deposit now held for Unit [New Unit Number]: **\$(Total Amount)**

By signing below, you acknowledge that the remaining balance of your security deposit has been applied to your new lease agreement. All terms and conditions regarding the security deposit as outlined in your new lease agreement remain in effect.

If you have any questions, please contact the management office at [Phone Number].

Sincerely,

[Property Manager Name]

[Property Management Company]

Tenant Signature

Date