

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

RE: Notice of Security Deposit Transfer

Dear [Tenant Name],

This letter is to formally notify you that the ownership/management of the property located at [Property Address] has been transferred from [Former Owner/Management Name] to [New Owner/Management Name], effective as of [Date of Transfer].

In accordance with this change, your security deposit in the amount of \$[Amount] has been transferred to the new management. [New Owner/Management Name] is now responsible for the holding and eventual return of these funds pursuant to the terms of your lease agreement and local laws.

The security deposit is currently being held at the following institution:

Bank Name: [Name of Bank]

Bank Address: [Address of Bank Branch]

Please note that all other terms and conditions of your current lease agreement remain in full force and effect. Starting [Date], all future rent payments and maintenance requests should be directed to:

[New Management Name]

[New Mailing Address]

[New Phone Number]

[New Email Address/Portal Link]

If you have any questions regarding this transfer, please contact our office.

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]