

Date: [Date]

To: [Landlord or Property Management Name]

[Address]

[City, State, Zip Code]

Subject: Update to Security Deposit Banking Information

Dear [Name of Landlord or Manager],

I am writing to formally notify you of a change in the banking information for the security deposit related to the following property:

Property Address: [Full Rental Address]

Tenant Name(s): [Names of all Tenants]

Please update your records to ensure that the security deposit, and any interest earned if applicable, is transferred to or held in the following account moving forward:

Bank Name: [New Bank Name]

Account Holder Name: [Name on Account]

Account Number: [New Account Number]

Routing Number: [New Routing Number]

Account Type: [Checking/Savings]

Please confirm in writing once this update has been completed. If you require any additional documentation or the completion of specific forms, please let me know at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]