

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Financial Institution Name]

[Branch Address]

[City, State, Zip Code]

Subject: Instruction to Transfer Security Deposit to Interest-Bearing Account

To Whom It May Concern,

I am writing to formally request the transfer of a security deposit currently held in the following account:

- **Current Account Number:** [Insert Account Number]
- **Account Holder Name:** [Insert Name]
- **Amount to be Transferred:** \$[Insert Amount]

Please transfer these funds into a new or existing interest-bearing account as required by [State/Local] rental security deposit laws. The account should be designated as a security deposit escrow account for the following tenant:

- **Tenant Name:** [Insert Tenant Name]
- **Property Address:** [Insert Rental Property Address]

Please ensure that the interest earned on this account is handled in accordance with legal requirements and provide me with the new account details, including the interest rate and account number, once the transfer is complete.

If there are any forms or additional authorizations required to finalize this request, please contact me immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]