

[Current Date]

[Tenant Name]

[Current Unit Number]

[Property Name]

RE: Security Deposit Transfer for Internal Move

Dear [Tenant Name],

This letter serves as formal confirmation regarding the transfer of your security deposit in connection with your move from Unit [Current Unit Number] to Unit [New Unit Number], effective [Transfer Date].

Please find the breakdown of the deposit allocation below:

- **Original Deposit Amount (Unit [Current Unit Number]):** \$[Amount]
- **Less Deductions for Damages/Cleaning (if any):** \$[Amount]
- **Remaining Balance Transferred:** \$[Amount]
- **Additional Deposit Required for New Unit (if any):** \$[Amount]
- **Total Security Deposit Held for Unit [New Unit Number]:** \$[Amount]

The remaining balance of \$[Transferred Amount] has been applied to your new lease agreement for Unit [New Unit Number]. [If applicable: The additional balance of \$[Amount] is due by [Date].]

Your new security deposit will continue to be held in accordance with the terms of your new lease agreement and local housing regulations. A move-out inspection of your current unit will be conducted on [Date/Time] to finalize any pending charges.

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

Sincerely,

[Property Manager Name]

[Property Management Company]