

Date: [Date]

To: [Tenant Name]

Property Address: [Rental Property Address]

Dear [Tenant Name],

This letter is to formally notify you that your security deposit, currently held in connection with your lease agreement for the property located at [Rental Property Address], has been transferred to a new financial institution.

In accordance with state and local laws, please find the details of the new account below:

- **Name of Financial Institution:** [Bank Name]
- **Bank Address:** [Bank Branch Address]
- **Account Type:** [e.g., Interest-Bearing Escrow Account]
- **Amount Transferred:** \$[Amount]

The terms and conditions regarding the return of your security deposit remain as stated in your original lease agreement. There is no action required on your part.

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

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Printed Name]

[Company Name, if applicable]