

[Date]

[Tenant Name]
[Property Address]
[Unit Number]

Dear [Tenant Name],

This letter is to formally notify you that the management of **[Property Name/Address]** has been transferred from **[Old Property Management Company]** to **[New Property Management Company]**, effective **[Date of Transfer]**.

As part of this transition, your security deposit in the amount of **[\$[Amount]]** has been successfully transferred to the new management. This deposit will continue to be held in accordance with your original lease agreement and state law.

The funds are now being held at the following financial institution:

Bank Name: [Bank Name]
Bank Address: [Bank Address]

Your lease terms, including the conditions for the return of your security deposit upon move-out, remain unchanged. Future inquiries regarding your deposit or maintenance requests should now be directed to:

[New Management Company Name]
Address: [New Management Address]
Phone: [New Management Phone Number]
Email: [New Management Email Address]

Thank you for your cooperation during this transition.

Sincerely,

[Name/Signature]
[Title]
[Company Name]