

[Current Date]

[Landlord or Property Manager Name]
[Property Management Company Name, if applicable]
[Address]
[City, State, Zip Code]

RE: Security Deposit Transfer Request for [Current Property Address]

Dear [Landlord/Manager Name],

I am writing to formally request the transfer of my security deposit in relation to my upcoming relocation from [Current Property Address] to [New Property Address].

As per our agreement regarding my transfer to another unit/property managed by your company, I am requesting that my full security deposit in the amount of \$[Amount] be transferred to my new account for the property located at:

[New Property Address]
[Unit Number]
[City, State, Zip Code]

I understand that a move-out inspection will be conducted at my current residence on [Date]. Provided there are no damages beyond normal wear and tear, I request that the funds be applied directly to the security deposit requirement of my new lease starting on [New Lease Start Date].

Please provide written confirmation once this transfer has been processed. If there are any outstanding balances or deductions following the inspection, please provide an itemized statement.

Thank you for your assistance with this transition.

Sincerely,

[Your Name]
[Your Phone Number]
[Your Email Address]