

Date: [Date]

Subject: Notice of Security Deposit Transfer

To: [Tenant Name]

Property Address: [Full Property Address]

Dear [Tenant Name],

This letter is to formally notify you that your security deposit for the property mentioned above has been transferred to a new trust account. This transfer is due to [Reason for transfer, e.g., change in management/sale of property].

The details of the new trust account are as follows:

- **Amount Transferred:** \$[Amount]
- **Financial Institution:** [Bank Name]
- **Account Name:** [Name of Trust Account]
- **Bank Address:** [Branch Address]

Please note that the terms and conditions of your original lease agreement regarding the security deposit remain in full effect. No action is required on your part.

If you have any questions regarding this transfer, please contact [Name of Contact Person] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]

[Your Title]

[Contact Information]