

**Date:** [Insert Date]

**To:** [Insert Tenant Name]

**Property Address:** [Insert Property Address]

**Subject: Notice of Transfer of Security Deposit and Change of Ownership**

Dear [Insert Tenant Name],

This letter serves as formal notification that the sale of the property located at [Insert Property Address] was officially closed in escrow on [Insert Closing Date].

As a result of this transaction, your security deposit in the amount of \$[Insert Amount] has been transferred from [Insert Former Landlord/Seller Name] to the new owner, [Insert New Owner/Buyer Name].

The new owner has assumed all responsibilities and liabilities regarding your security deposit as outlined in your original lease agreement. Future inquiries regarding your tenancy or the security deposit should be directed to:

**New Owner/Management Name:** [Insert Name]

**Contact Person:** [Insert Name]

**Address:** [Insert Mailing Address]

**Phone Number:** [Insert Phone Number]

**Email:** [Insert Email Address]

Please note that all other terms and conditions of your existing lease agreement remain in full force and effect.

Thank you for your cooperation during this transition.

Sincerely,

[Insert Signature of Former Owner/Agent]

**[Insert Printed Name of Former Owner/Agent]**

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**Acknowledgment of Receipt (Optional):**

I, [Insert Tenant Name], hereby acknowledge receipt of this notice regarding the transfer of my security deposit.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_