

# Rental Bond Transfer Request

Date: [Insert Date]

[Your Name]

[Your Current Address]

[City, State, Zip Code]

[Recipient Name]

[Bond Authority Name]

[Bond Authority Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the transfer of my rental bond associated with my tenancy at [Previous Address] to my new address at [New Address].

My details are as follows:

- Name: [Your Full Name]
- Bond Reference Number: [Your Bond Reference Number]
- Previous Address: [Previous Address]
- New Address: [New Address]

Please let me know if I need to provide any additional information or documentation to facilitate this request. Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Contact Information]