

# Rental Bond Transfer Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Landlord's/Property Manager's Name]

[Landlord's/Property Manager's Address]

[City, State, Zip Code]

Dear [Landlord's/Property Manager's Name],

I hope this message finds you well. I am writing to formally request the transfer of my rental bond associated with the lease of the property situated at [Property Address], which I will be vacating on [End of Lease Date].

As per the agreement, the rental bond amounting to [Bond Amount] is currently held under my name. I kindly ask that this bond be processed for transfer in accordance with the regulations and returned to my designated account, the details of which are provided below:

Bank Name: [Your Bank Name]

Account Name: [Your Account Name]

BSB: [Your BSB Number]

Account Number: [Your Account Number]

Please let me know if you require any further information or if there are any forms I need to complete to facilitate this process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]