

# Rental Bond Transfer Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request the transfer of my rental bond for the property located at [Property Address] to [New Address, if applicable or specify if remaining there].

As per our agreement and the tenant bond guidelines, I believe I am eligible for this transfer. My tenancy at the property started on [Start Date] and ended on [End Date], and I have completed all necessary requirements for the bond return.

Please let me know what further information or documentation you may require to facilitate this process. I appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]