

# Rental Bond Transfer Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

[Recipient's Name]

[Property Management Company or Landlord's Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Transfer of Rental Bond

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the transfer of my rental bond associated with the property located at [Current Address] as I am planning to move out on [Move-out Date].

As per the conditions of my lease agreement, I have maintained the property in good order and have fulfilled all obligations required of me as a tenant. I kindly ask that you initiate the transfer process of my bond to my new rental property at [New Address], where my tenancy will begin on [New Move-in Date].

Attached are any required documents including my new rental agreement and identification for your reference. Please let me know if you need any additional information or if there are specific forms that need to be completed.

Thank you for your prompt attention to this matter. I look forward to your confirmation of this request.

Sincerely,

[Your Name]