

Rental Bond Transfer Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Property Management Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Property Manager'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] due to my upcoming relocation to [New Property Address] effective [Move-in Date].

The details of my current rental bond are as follows:

- Bond Amount: [Amount]
- Tenancy Start Date: [Start Date]
- Tenancy End Date: [End Date]

Please let me know the necessary steps to initiate this transfer process. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]