

Rental Bond Transfer Request

Date: [Insert Date]

To,

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I hope this letter finds you well. I am writing to formally request the transfer of the rental bond for the shared accommodation located at [Property Address].

As of [Date], I have entered into a shared accommodation agreement with [New Tenant's Name], who will be taking over my portion of the tenancy. As per our agreement, I kindly request that you process the bond transfer from my name to [New Tenant's Name] in order to facilitate a smooth transition.

All relevant details are as follows:

- Current Tenant: [Your Name]
- New Tenant: [New Tenant's Name]
- Property Address: [Property Address]
- Bond Amount: [Bond Amount]

I appreciate your attention to this matter and look forward to your prompt response. Should you require any additional information or documentation, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]