

Rental Bond Transfer Request

Date: [Insert 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 the rental bond for the property located at [Property Address] to my subtenant, [Subtenant's Name], who will be occupying the unit from [Start Date] to [End Date] under the sublet agreement.

As per our agreement, the bond amount of [Bond Amount] is currently held under my name. Please find attached the sublet agreement for your records.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]