

Office Security Deposit Receipt

Receipt No: 2024-ODR-0142

Date of Receipt: June 18, 2024
Received From: John Smith
Company Name: Acme Solutions Pvt. Ltd.
Office Address: Suite 10B, 2nd Floor, Pacific Plaza, Main Street, New City, 90210
Contact Number: +1 555-234-6789

Amount Received: \$5,000.00 (Five Thousand Dollars Only)

Payment Method: Bank Transfer

Payment Reference: TRANS-98765342

Purpose: Security Deposit for office lease premises listed above.

Received By (Landlord/Authorized Agent): Michael Lee

Authorized Signatory

Tenant/Representative

Important Notes:

- This receipt acknowledges the security deposit payment for the stated office premises.
- The security deposit will be refunded subject to the terms and conditions of the lease agreement.
- Keep this document safely; it is required for refund claims and for official records.
- This receipt does not serve as a lease agreement or contract.
- For any queries, contact your landlord or authorized property agent.