

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

Subject: Notice of New Property Management

Dear [Tenant Name],

We are writing to introduce [Property Management Company Name] as the new management team for your residence, effective [Date].

Our goal is to provide you with excellent service and ensure that your living environment remains comfortable. Please take note of the following important information regarding this transition:

1. Rent Payments

Starting [Date], all rent payments should be made to [Company Name]. Payments can be made via [Payment Method, e.g., Online Portal, Check, or Money Order]. Please update any automatic payment settings you currently have.

2. Maintenance Requests

For all repair and maintenance requests, please contact us at [Phone Number] or submit a request through our website at [Website URL]. For after-hours emergencies, please call [Emergency Contact Number].

3. Contact Information

Our office is located at [Office Address]. We are open [Business Hours]. You can reach us by email at [Email Address].

We will be reviewing all existing lease agreements and security deposits, which have been transferred to our care. Your current lease terms remains in effect.

We look forward to working with you. Please do not hesitate to contact us if you have any questions.

Sincerely,

[Your Name/Signature]

[Title]

[Property Management Company Name]