

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

RE: NOTICE OF LEASE ASSIGNMENT

Dear [Tenant Name],

Please be advised that the lease agreement for the property located at [Property Address] has been assigned from [Current Landlord/Property Manager Name] to [New Landlord/Property Manager Name], effective as of [Effective Date].

As of the effective date, [New Landlord/Property Manager Name] will assume all responsibilities, rights, and obligations as the Landlord under your lease agreement. All terms and conditions of your existing lease remain in full force and effect.

Please note the following changes regarding your tenancy:

- **Rent Payments:** Starting [Date], all rent payments should be made payable to [New Company Name] and sent to [New Payment Address] or submitted via [New Online Portal Link].
- **Maintenance Requests:** All future maintenance requests should be directed to [New Contact Person/Department] at [Phone Number] or [Email Address].
- **Security Deposit:** Your security deposit in the amount of \$[Amount] has been transferred to the new management and will continue to be held in accordance with your lease and local laws.

If you have any questions regarding this transition, please contact [New Management Name] at [Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Name/Company Name]

[Title]

[Contact Information]