

Date: [Date]

Tenant Name: [Tenant Name]

Property Address: [Property Address]

Unit Number: [Unit Number]

Subject: Transition of Property Ownership and Statement of Ledger

Dear [Tenant Name],

This letter is to formally notify you that the ownership of the property located at [Property Address] has been transferred from [Former Owner/Company Name] to [New Owner/Company Name], effective as of [Effective Date].

As part of this transition, we have reviewed your rental account records. Attached to this letter, you will find a copy of your Tenant Ledger as transferred from the previous management. This ledger reflects your payment history, current balance, and security deposit status as of the closing date.

Please review the attached ledger carefully. If you believe there are any discrepancies or if you have receipts for payments not reflected on this statement, please contact our office at [Phone Number] or [Email Address] by [Deadline Date] so we can reconcile your account.

Please note the following changes regarding your future rent payments:

- **New Payee:** [New Owner or Management Name]
- **Payment Methods:** [List methods, e.g., Online Portal, Check, etc.]
- **Mailing Address:** [New Payment Address]

We look forward to a positive relationship. If you have any questions regarding this transition or the attached ledger, please do not hesitate to reach out.

Sincerely,

[Your Name/Signature]

[Title/Company Name]

[Contact Information]