

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

RE: Introduction of New Property Management Company

Dear [Tenant Name],

We are writing to formally notify you that, effective [Date], the management of your rental property has been transferred to [Company Name].

Please find our company information and contact details below:

- **Company Name:** [Company Name]
- **Office Address:** [Street Address, City, State, Zip Code]
- **Office Phone:** [Phone Number]
- **Emergency/After-Hours Phone:** [Phone Number]
- **Email Address:** [Email Address]
- **Website/Tenant Portal:** [URL]

Rent Payments:

Starting [Date], all rent payments should be made payable to [Company Name]. You can submit payments via:

- [Online Portal Link]
- [Mailing Address for Checks]

Maintenance Requests:

All non-emergency maintenance requests should now be submitted through [Method, e.g., the online portal or by calling the office]. For life-threatening emergencies, please dial 911 immediately.

We look forward to working with you to ensure a comfortable living environment. If you have any questions regarding this transition, please do not hesitate to contact us.

Sincerely,

[Sender Name]

[Title]

[Company Name]