

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

**RE: Property Management Contact Information**

Dear [Tenant Name],

We are writing to provide you with the updated contact information for the management of your rental property. Please keep this information for your records and use these details for all future inquiries, maintenance requests, and rent-related matters.

**Management Company Name:** [Company Name]

**Primary Contact Person:** [Contact Name]

**Office Address:** [Street Address, City, State, Zip Code]

**Office Phone:** [Phone Number]

**Email Address:** [Email Address]

**Website/Tenant Portal:** [URL, if applicable]

**Emergency Contact Information:**

For after-hours emergencies involving immediate safety risks or property damage, please contact: [Emergency Phone Number].

**Maintenance Requests:**

Non-emergency maintenance requests should be submitted via [Email/Online Portal/Phone].

**Rent Payments:**

All rent payments should now be directed to [Payment Method/Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Signature]

[Title/Company Name]