

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

Subject: Notice of New Property Management

Dear [Tenant Name],

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

Our goal is to ensure that your living experience remains comfortable and that the property is well-maintained. Please take note of the following important updates regarding your tenancy:

- **Rent Payments:** Starting [Date], please direct all rent payments to [Payment Method/Online Portal/New Mailing Address].
- **Maintenance Requests:** All repair requests should now be submitted via [Phone Number/Email/Website Portal]. For after-hours emergencies, please call [Emergency Number].
- **Contact Information:** Your primary point of contact will be [Property Manager Name] at [Phone Number] or [Email Address].

Your current lease agreement and security deposit remain valid and have been transferred to our records. No action is required from you regarding your existing contract.

We look forward to working with you. Please do not hesitate to reach out if you have any questions during this transition.

Best regards,

[Your Name/Signature]

[Title]

[Property Management Company Name]