

[Date]

[Tenant Business Name]

[Tenant Suite Number]

[Property Address]

RE: Introduction of New Property Management Team

Dear [Tenant Contact Name],

We are pleased to introduce [Property Management Company Name] as the new management team for [Building Name/Address], effective [Start Date].

Our goal is to ensure a seamless transition while maintaining the high standards of your professional environment. Below is the essential information regarding your tenancy moving forward:

1. Management Contacts

Your primary point of contact will be [Property Manager Name].

Phone: [Phone Number]

Email: [Email Address]

2. Rent Payments

Starting [Date], all rent payments should be made payable to [New Entity Name]. Please update your accounts payable records to reflect the following remittance address:

[Mailing Address for Payments]

3. Maintenance Requests

For all repair or maintenance requests, please use our online portal at [Website URL] or call our 24/7 maintenance line at [Phone Number].

4. Emergency Procedures

In the event of an after-hours property emergency, please contact [Emergency Phone Number].

A member of our team will be visiting your suite in the coming days to introduce themselves personally and answer any immediate questions you may have. We look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]