

[Date]

[Resident Name(s)]

[Unit Number]

[Property Name]

Subject: Welcome from Your New Property Management Team

Dear Resident,

We are pleased to announce that, effective [Date], [Company Name] has been appointed as the new property management team for [Property Name]. We are excited to serve you and look forward to maintaining a comfortable living environment for all residents.

Our primary goal during this transition is to ensure continuity of service. Please take note of our contact information and new procedures below:

Management Office Contact Information:

Office Hours: [Office Hours]

Phone Number: [Phone Number]

Email Address: [Email Address]

Emergency Maintenance: [Emergency Phone Number]

Rent Payments:

Starting [Date], all rent payments should be made payable to [Payment Entity Name]. You can pay your rent via [Online Portal Link, Mail, or Drop-box Location].

Maintenance Requests:

For all non-emergency maintenance requests, please submit them through [Online Portal/Email/Phone]. For immediate emergencies, please use the emergency line provided above.

We will be conducting a brief introductory meeting/open house on [Date] at [Time] in the [Location] to meet you and answer any questions you may have.

We look forward to a positive relationship and thank you for your cooperation during this change.

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]