

Date: [Insert Date]

To: All Tenants of [Insert Property Name/Address]

Subject: Introduction of New Management Team

Dear Tenant,

We are writing to formally introduce [Insert Company Name] as the new management team for [Insert Property Name], effective [Insert Effective Date].

Our goal is to ensure that your living environment remains comfortable, safe, and well-maintained. While ownership of the property has changed, your current lease agreement remains in full effect. All existing terms, conditions, and security deposits will be honored under the new management.

Please take note of the following important updates regarding your tenancy:

1. Rent Payments

Starting [Insert Date], all rent payments should be made to [Insert New Entity Name]. You can pay via the following methods:

- Online Portal: [Insert URL]
- Mail: [Insert Mailing Address]
- In-Person: [Insert Office Address]

2. Maintenance Requests

For all non-emergency maintenance issues, please submit a request through [Insert Method, e.g., our online portal or by calling (000) 000-0000]. For after-hours emergencies, please contact [Insert Emergency Number].

3. Contact Information

Our office hours are [Insert Hours]. You can reach your new Property Manager, [Insert Name], at [Insert Email Address] or [Insert Phone Number].

We will be conducting brief property inspections over the coming weeks to introduce ourselves in person and assess any immediate needs. We will provide 24-hour notice before entering any individual unit.

We look forward to working with you and providing you with excellent service.

Sincerely,

[Your Name]

[Your Title]

[Company Name]