

[Date]

[Property Owner Name]

[Owner Address]

[City, State, Zip Code]

Subject: Announcement of New Management Staff

Dear [Property Owner Name],

We are writing to officially introduce the new management staff assigned to your property at [Property Address/Complex Name].

Effective [Start Date], [Staff Name] will be taking over the role of [Job Title, e.g., Property Manager]. [Staff Name] brings [Number] years of experience in real estate management and is committed to maintaining the high standards of your investment.

The new management team will be responsible for:

- Overseeing daily operations and maintenance.
- Managing tenant relations and leasing.
- Providing regular financial reporting and communication.

You can reach the new management office through the following contact details:

Name: [Staff Name]

Phone: [Phone Number]

Email: [Email Address]

Office Hours: [Hours of Operation]

We are confident that this transition will be seamless and will result in continued success for your property. Please feel free to reach out if you would like to schedule a meeting or have any specific questions regarding this change.

Thank you for your continued trust in our services.

Sincerely,

[Your Name/Senior Executive Name]

[Your Title]

[Company Name]