

Date: [Insert Date]

Subject: Official Notification of Property Management Transition

Dear [Tenant Name/Resident Name],

This letter serves as official notification that the management of **[Property Name/Address]** will be transitioning from **[Current Management Company Name]** to **[New Management Company Name]**, effective as of **[Effective Date]**.

Please note the following important changes regarding your tenancy:

1. Rent Payments:

Starting on [Date of First New Payment], all rent payments should be made payable to [New Management Company Name]. Please discontinue any automatic payments or checks directed to the previous management. Payments can be made via: [Insert Payment Portal Link, Mailing Address, or Method].

2. Maintenance Requests:

Effective [Effective Date], all new maintenance requests should be submitted through the new management portal at [Website URL] or by calling [Maintenance Phone Number]. For after-hours emergencies, please contact [Emergency Number].

3. Security Deposits:

Your security deposit has been legally transferred to the new management and will continue to be held in accordance with your lease agreement and local laws.

4. Contact Information:

The new management office contact details are as follows:

Name: [Contact Name/Office Name]

Address: [Office Address]

Phone: [Phone Number]

Email: [Email Address]

All terms and conditions of your existing lease agreement remain in full force and effect. We are working closely with the previous management to ensure a smooth transition with no disruption to your services.

Thank you for your cooperation during this change.

Sincerely,

[Your Name/Authorized Signature]

[Title/Company Name]