

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Subject: Notice of Change in Property Management for [Property Name]

Dear [Vendor Contact Name],

We are writing to formally notify you that, effective [Date], [Property Name] will be managed by [New Property Management Company Name].

As the new management team, we are currently reviewing all active vendor contracts and service agreements. Please note the following updates regarding our partnership:

- **Main Point of Contact:** Your new primary contact for onsite matters and service requests will be [Manager Name] at [Phone Number] or [Email Address].
- **Invoicing and Billing:** Effective immediately, please address all future invoices to:
[New Management Company Name]
Attn: Accounts Payable
[Billing Address]
[City, State, Zip Code]
- **Submission Method:** Please send digital invoices to [Email Address for Invoices].
- **Compliance:** Please provide an updated W-9 and a Certificate of Insurance (COI) naming [New Management Company Name] as additionally insured by [Deadline Date].

Our goal is to ensure a seamless transition. If you have any outstanding work orders or unpaid invoices dated prior to [Transition Date], please bring them to our attention immediately so we can coordinate with the previous management.

We look forward to working with you. Should you have any questions regarding this transition, please feel free to contact us at [Office Phone Number].

Sincerely,

[Your Name]

[Your Title]

[New Property Management Company Name]