

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

RE: Notice of Change in Property Management

Dear Tenant,

This letter is to formally notify you that effective [Date of Transfer], the management of the property located at [Property Address] will be transferred from [Old Management Company Name] to [New Management Company Name].

Please note the following important changes regarding your tenancy:

- **Rent Payments:** Starting from [Date], all rent payments should be made payable to [New Management Company Name]. Payments can be made via [Payment Method: Online Portal/Check/etc.].
- **Maintenance Requests:** All new maintenance requests should now be submitted through [New Contact Method: Phone Number/Website/Email].
- **Emergency Contact:** For after-hours emergencies, please call [Emergency Phone Number].

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

The new management team is committed to providing excellent service. If you have any questions regarding this transition, please contact [New Contact Person Name] at [New Phone Number] or [New Email Address].

Thank you for your cooperation during this transition.

Sincerely,

[Your Name/Name of Ownership]

[Title]