

Date: [Insert Date]

Subject: Important Notice Regarding a Change in Property Management

Dear Resident(s),

We are writing to formally notify you that effective [Insert Effective Date], the management of [Insert Property Name/Address] will be transferred from [Insert Old Management Name] to **[Insert New Management Name]**.

Please take note of the following important updates regarding this transition:

- **Rent Payments:** Starting [Insert Date], all rent payments should be made payable to [Insert Name] and sent to [Insert New Address/Online Portal Link].
- **Maintenance Requests:** For all future maintenance needs, please contact the new team at [Insert Phone Number] or [Insert Email Address/Website].
- **Emergency Contact:** In the event of an after-hours emergency, please call [Insert Emergency Number].
- **Lease Agreements:** Your current lease agreement remains valid and in effect. All existing terms, conditions, and security deposits will be honored and transferred to the new management.

The new management team is committed to ensuring a smooth transition. If you have any questions or outstanding concerns regarding your account, please contact the new office at [Insert Contact Info].

Thank you for your cooperation during this change.

Sincerely,

[Insert Your Name/Company Name]
[Insert Contact Information]