

[Date]

[Tenant Name]
[Property Address]
[Unit Number]

Dear [Tenant Name],

We are writing to formally introduce [New Property Management Company Name] as the new property management team for [Building/Property Name], effective [Start Date].

Our goal is to ensure your living experience remains comfortable and that the property is well-maintained. Please take note of the following important updates regarding your tenancy:

1. Rent Payments

Starting [Date], all rent payments should be made to [Company Name]. You can pay via:

- Online Portal: [Website URL]
- Mail: [Mailing Address]
- In-Person: [Office Address]

2. Maintenance Requests

For all non-emergency maintenance requests, please submit a ticket through [Online Portal] or call [Maintenance Phone Number]. For after-hours emergencies, please contact [Emergency Phone Number].

3. Contact Information

Your primary point of contact will be [Property Manager Name].

- Phone: [Phone Number]
- Email: [Email Address]
- Office Hours: [Days/Hours]

We will be reviewing all existing lease agreements and security deposits, which have been transferred to our records. No action is required from you regarding your current lease terms at this time.

We look forward to working with you. Please reach out if you have any questions during this transition.

Sincerely,

[Your Name/Signature]
[Your Title]
[Company Name]