

Date: [Date]

To: All Residents/Tenants of [Property Name/Address]

Subject: Notice of Change in Property Management

Dear Residents,

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

What this means for you:

- **Rent Payments:** Starting [Date], please make all rent payments payable to [New Management Name]. Payments can be made via [Online Portal Link, Mailing Address, or Office Location].
- **Maintenance Requests:** For all new maintenance requests, please contact [New Management Name] at [Phone Number] or via their website at [Website URL].
- **Emergency Contacts:** For after-hours emergencies, please call [Emergency Phone Number].
- **Lease Agreements:** Your current lease agreement remains valid and in effect. All terms, conditions, and security deposits will be transferred to the new management.

We are committed to ensuring a smooth transition. If you have any immediate questions regarding your account or the property, please contact our office at [New Management Email] or [New Management Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Name/Signature]

[Title/Company Name]

[New Management Contact Information]