

Date: [Date]

To: [Tenant Name]

Property Address: [Full Property Address]

Subject: Notice of Change in Property Management

Dear [Tenant Name],

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

This transfer will be effective as of [Effective Date].

Rent Payments:

Starting from [Date], all rent payments should be made payable to [New Management Company Name]. Please send payments to the following address or use the online portal provided below: [New Payment Address/Portal URL]

Maintenance and Inquiries:

For any maintenance requests or general inquiries regarding your lease, please contact the new management team at:

Phone: [New Phone Number]

Email: [New Email Address]

Security Deposit:

Please be advised that your security deposit has been transferred to the new management company and will continue to be held in accordance with your lease agreement and local laws.

All other terms and conditions of your existing lease agreement remain in full force and effect.

Thank you for your cooperation during this transition.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Phone Number]