

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

RE: Notice of New Property Management

Dear [Tenant Name],

This letter is to formally notify you that, effective [Date], the management of the property located at [Property Address] has been transferred to [New Property Management Company Name].

Starting from [Date], all rent payments, maintenance requests, and general inquiries should be directed to the new management office. Please find the contact details below:

Company Name: [New Management Company]

Address: [Office Address]

Phone Number: [Phone Number]

Email Address: [Email Address]

Office Hours: [Hours of Operation]

Rent Payments:

All rent checks should now be made payable to [Payee Name]. If you pay via online portal, please [Instructions for switching portals].

Maintenance Requests:

Please submit all future maintenance requests through [Portal Link/Phone Number]. For after-hours emergencies, please call [Emergency Number].

Your existing lease agreement remains in full effect. All security deposits have been transferred to the new management and will continue to be held in accordance with your lease and local laws.

Thank you for your cooperation during this transition.

Sincerely,

[Your Name/Representative Name]

[Title]

[Company Name]