

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

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 transitioning from [Old Management Company Name] to [New Management Company Name], effective [Effective Date].

Please note the following important changes regarding your tenancy:

- **Rent Payments:** Starting from [Date], all rent payments should be made payable to [New Management Company Name]. Payments can be made via [Payment Method: e.g., Online Portal, Mail, or Office Drop-off].
- **Maintenance Requests:** For any maintenance issues or emergencies occurring after [Effective Date], please contact [New Management Company Name] at [Phone Number] or submit a request through [Website/Email Address].
- **Security Deposits:** Your security deposit and all relevant lease documents have been transferred to the new management. The terms and conditions of your existing lease agreement remain in full effect.

If you have any questions regarding this transition, please contact [New Management Company Contact Person] at [Phone Number] or [Email Address].

We appreciate your cooperation during this transition and look forward to working with you.

Sincerely,

[Your Name/Name of Outgoing Manager]

[Old Management Company Name]

[Name of Incoming Manager]

[New Management Company Name]