

[Current Date]

[Tenant Name]

[Tenant Business Name]

[Property Address/Suite Number]

RE: Notice of Ownership Change and Management Update

Dear [Tenant Name],

We are pleased to inform you that as of [Date of Sale], the property located at [Property Address] has been acquired by [New Owner Name/Company Name].

Please be assured that this change in ownership will not affect the terms and conditions of your current lease agreement. All existing lease provisions remain in full force and effect.

Rent Payments:

Effective immediately, all future rent payments should be made payable to [New Payee Name]. Please send payments to the following address: [Payment Address or Online Portal Link].

Maintenance and Inquiries:

For all maintenance requests, emergencies, or general inquiries, please use the contact information below:

- Contact Person: [Contact Name]
- Phone Number: [Phone Number]
- Email Address: [Email Address]

Information Request:

To ensure our records are accurate, please provide us with updated contact information for your business at your earliest convenience.

We look forward to a positive professional relationship and to supporting your business's continued success at this location.

Sincerely,

[Signature]

[Printed Name]

[Title/Company Name]