

[Date]

[Tenant Name]

[Unit Number]

[Building Address]

Welcome to [Building Name/Address]

Dear Resident,

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

We want to assure you that our goal is to maintain a safe, comfortable, and well-managed living environment for all residents. Your current lease agreement remains in full effect, and all existing terms and conditions will continue to be honored.

Please take note of the following important updates regarding your tenancy:

- **Rent Payments:** Starting [Date], please make all rent payments to [New Payee Name]. Payments can be made via [Payment Method: Online Portal/Check/Mail Address].
- **Maintenance Requests:** For all repair or maintenance issues, please contact [Name/Company] at [Phone Number] or submit a request via [Website/Email Address].
- **Emergency Contacts:** In case of a property-related emergency, please call [Emergency Phone Number].

We will be conducting brief introductory inspections and meeting with residents over the coming weeks. We look forward to getting to know you and serving as your new management team.

Thank you for your cooperation during this transition.

Sincerely,

[Your Name/Signature]

[New Owner/Management Company Name]

[Phone Number]

[Email Address]