

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

Subject: Notice of Ownership Change and Welcome

Dear [Tenant Name],

We are writing to formally notify you that the property located at [Property Address] has been acquired by [New Owner Name/Company Name], effective [Date of Transfer].

We want to assure you that the terms of your existing lease agreement remain in full effect. There is no action required from you regarding your current contract.

Please note the following administrative changes:

1. Rent Payments: Starting from [Month/Date], please make all rent payments to [New Payee Name]. Payments can be made via [Payment Method, e.g., Online Portal, Mail, Check].

2. Maintenance Requests: For all repairs and maintenance issues, please contact [Name/Company] at [Phone Number] or [Email Address]. For emergencies, please call [Emergency Contact Number].

3. Property Inspections: We plan to conduct a brief introductory walkthrough of the building on [Date/Time Range]. We look forward to meeting you then.

We are committed to providing you with a high quality of service and maintaining a comfortable living environment. If you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name/Signature]

[New Owner/Management Company Name]

[Phone Number]

[Email Address]