

Date: [Date]

To: All Tenants of [Property Name/Address]

Subject: Notice of Change of Ownership and Management

Dear Tenant,

We are writing to formally inform you that as of [Date of Transfer], the property located at [Property Address] has been sold. The new owner of the property is [New Owner Name/Company Name].

It has been a pleasure having you as a tenant. We appreciate the professional relationship we have shared during our period of ownership and wish your business continued success in this location.

Please be advised of the following transition details:

- **Lease Agreements:** Your existing lease agreement remains in full force and effect. The new ownership has assumed all rights and obligations of the landlord.
- **Rent Payments:** Effective [Date], all future rent payments and financial correspondence should be directed to [New Management Company Name].
- **Contact Information:** For maintenance requests or leasing inquiries, please contact the new management team at [Phone Number] or [Email Address].
- **Security Deposits:** All security deposits have been transferred to the new owner in accordance with local laws.

The new management team will be reaching out shortly to introduce themselves and provide further instructions regarding their online payment portals or specific procedures.

Thank you for your cooperation during this transition.

Sincerely,

[Your Name/Company Name]
[Outgoing Management Title]