

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

Subject: Notice of Property Management Transition

Dear Tenant,

We are writing to formally inform you that effective [Transition Date], [Current Management Name] will no longer be managing the property located at [Property Address]. Management responsibilities will be transferred to [New Management Name].

It has been a pleasure serving as your property management team. We want to ensure this transition is as smooth as possible for you. Please take note of the following important information:

- **Rent Payments:** Starting [Date], all rent payments should be made to [New Management Name]. Please update any automatic bank transfers or online portals accordingly.
- **Maintenance Requests:** Any new maintenance requests should be directed to the new management team at [New Contact Phone/Email].
- **Security Deposits:** Your security deposit and all associated records have been legally transferred to the new management company.
- **New Contact Information:**
Name: [New Management Name]
Phone: [New Phone Number]
Email: [New Email Address]
Office Address: [New Physical Address]

All existing lease terms and conditions remain in full effect. We recommend keeping a copy of this notice for your records.

Thank you for your cooperation during our time as your management team. We wish you the very best in your home.

Sincerely,

[Your Name/Company Name]

[Current Management Contact Info]