

[Date]

[Tenant Name]  
[Property Address]  
[City, State, Zip Code]

Dear [Tenant Name],

I am writing to formally inform you that the management of the property portfolio, including your residence, is being transferred from [Current Management/Owner Name] to [New Management/Owner Name], effective [Effective Date].

It has been a pleasure serving as your [Property Manager/Landlord] during your tenancy. We appreciate the cooperation and care you have shown toward the property. Our goal is to ensure this transition is as seamless as possible for you.

**What this means for you:**

- **Rent Payments:** Starting from [Date], all rent payments should be directed to [New Management Name]. Please update any automatic bank transfers or online payment portals accordingly.
- **Maintenance Requests:** Any new maintenance issues should be reported to the new team at [New Phone Number] or via [New Website/Email].
- **Security Deposit:** Your security deposit has been securely transferred to the new management and remains held in accordance with your original lease terms.

The new management team will be reaching out to you shortly to introduce themselves and provide additional contact details. Your existing lease agreement remains valid and legally binding; only the point of contact and payment destination are changing.

Thank you for your understanding during this transition. We wish you the very best in your continued tenancy.

Sincerely,

[Your Name/Company Name]  
[Your Title]  
[Contact Information]