

[Date]

[Contractor Company Name]

[Contractor Address]

[City, State, Zip Code]

Subject: Notification of New On-Site Property Manager

Dear [Contractor Contact Name],

This letter is to formally notify you of a change in management at [Property Name]. Effective [Effective Date], [New Manager Name] has been appointed as the new On-Site Property Manager.

As a valued service provider, we want to ensure a seamless transition. Moving forward, [New Manager Name] will be your primary point of contact for all site-related matters, including service scheduling, site access, and project supervision.

Please update your records with the following contact information:

- **Name:** [New Manager Name]
- **Phone:** [Phone Number]
- **Email:** [Email Address]
- **Office Hours:** [Office Hours]

All existing contracts, service agreements, and insurance requirements remain in effect. Please continue to send all invoices to [Billing Email/Address] as per our current protocol, but ensure that [New Manager Name] is copied on all service reports and completion notices.

We appreciate the quality of service you provide to [Property Name] and look forward to continuing our professional relationship under this new leadership.

Sincerely,

[Your Name]

[Your Title]

[Company Name]