

Date: [Insert Date]

To All Residents of [Insert Property Name],

Subject: Management Restructure and Introduction of New Property Manager

Dear Residents,

We are writing to inform you of a recent management restructure at [Insert Property Name]. As part of our commitment to providing the highest level of service and operational efficiency, we are pleased to introduce your new On-Site Property Manager, [Insert New Manager Name].

[Insert New Manager Name] joins us with [Number] years of experience in property management and will be responsible for the daily operations, maintenance oversight, and resident relations at our community. They will be replacing [Insert Former Manager Name], who has moved on to a new role within the company.

Please note the following contact information for your new manager:

- **Name:** [Insert New Manager Name]
- **Office Hours:** [Insert Hours, e.g., Monday-Friday, 9:00 AM - 5:00 PM]
- **Email:** [Insert Email Address]
- **Phone:** [Insert Phone Number]

While the management personnel has changed, all existing procedures for rent payments, maintenance requests, and emergency contacts remain the same. You can continue to submit requests through the [Insert Portal Name/Method].

We invite you to stop by the leasing office during business hours to meet [Insert New Manager Name] in person. We are confident that their expertise will be a great asset to our community and ensure a smooth transition.

Thank you for your continued residency and cooperation during this period of change.

Sincerely,

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