

[Date]

[Property Owner Name]

[Owner Address]

[City, State, Zip Code]

Subject: Announcement of New On-Site Property Manager for [Property Name]

Dear [Property Owner Name],

We are writing to formally introduce [New Manager Name] as the new On-Site Property Manager for [Property Name/Address], effective [Start Date].

[New Manager Name] joins our team with [Number] years of experience in residential property management. They will be responsible for the day-to-day operations of the property, including maintenance coordination, tenant relations, and site inspections. We are confident that their expertise will be a great asset to your investment.

Moving forward, [New Manager Name] will be your primary point of contact for property-specific matters. You can reach them using the following contact information:

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

Our goal is to ensure a seamless transition. [Previous Manager Name] has been working closely with [New Manager Name] to hand over all relevant documentation and property history. All current management agreements, financial reporting procedures, and emergency protocols remain unchanged at this time.

If you have any immediate questions regarding this transition, please do not hesitate to contact us.

Sincerely,

[Your Name/Signature]

[Your Title]

[Management Company Name]