

Date: [Date]

To: [Tenant Name]
[Property Address]
[Unit Number]

Subject: Notice of Change of Ownership and Lease Continuity

Dear [Tenant Name],

We are writing to formally notify you that the property located at [Property Address] has been sold. Effective [Date of Sale], the ownership has transferred from [Former Owner Name] to [New Owner/Company Name].

Please be advised that this change in ownership **does not** affect the terms of your current lease agreement. Your existing lease remains in full force and effect until [Lease Expiration Date]. All existing terms, conditions, and security deposit arrangements will be honored by the new owner.

Starting from [Date], all future rent payments should be made to:

[New Owner/Management Name]
[Payment Address or Online Portal Link]
[Phone Number]

For any maintenance requests or inquiries moving forward, please contact [Contact Person Name] at [Email Address] or [Phone Number].

Thank you for your cooperation during this transition.

Sincerely,

[Your Name/Company Name]
[Title]