

Date: [Insert Date]

To: [Tenant Names]

Property Address: [Insert Full Address]

Dear Tenant(s),

This letter is to formally notify you that the property located at [Insert Address] is currently [under contract for sale / has been sold] to [New Owner Name].

The transfer of ownership is scheduled to take place on [Insert Date of Closing]. Please note the following information regarding your tenancy:

- **Lease Agreement:** Your current lease agreement remains valid and in effect. The new owner must honor the terms of your existing contract.
- **Security Deposit:** Your security deposit in the amount of \$[Insert Amount] will be transferred to the new owner.
- **Rent Payments:** Starting [Insert Date], all future rent payments should be made to [New Owner/Management Company Name] via [Insert Payment Method].
- **Contact Information:** After the closing date, please direct all maintenance requests and inquiries to [New Owner/Manager Name] at [Insert Phone Number] or [Insert Email].

I would like to thank you for your cooperation during your residency. If you have any questions before the transfer date, please contact me at [Insert Phone Number].

Sincerely,

[Your Name]

[Current Landlord/Property Manager]