

Date: [Date]

To: [Contractor Name/Company Name]

[Contractor Address]

[City, State, Zip Code]

Subject: Notice of Change in Property Ownership/Management

Dear [Contact Person Name or Service Department],

This letter is to formally notify you that the ownership of the property located at **[Property Address]** has been transferred from **[Old Owner Name]** to **[New Owner Name]**, effective as of **[Transfer Date]**.

As a result of this change, please update your records regarding service contracts, maintenance schedules, and billing information for this location.

New Ownership/Management Details:

- **Owner Name:** [New Owner/Company Name]
- **Billing Address:** [New Billing Address]
- **Contact Person:** [Name of New Contact]
- **Phone Number:** [Phone Number]
- **Email Address:** [Email Address]

Regarding existing service agreements:

[Option A: Please continue providing services under the current terms. All future invoices should be addressed to the new owner listed above.]

[Option B: Please contact the new owner at your earliest convenience to discuss the continuation of services or to establish a new service agreement.]

Please send any final invoices for services rendered prior to [Transfer Date] to [Old Owner/Management Name] at [Old Billing Address]. All services rendered from [Transfer Date] onwards should be billed to the new owner.

Thank you for your continued service during this transition.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Role]