

Date: [Insert Date]

To: [Resident Name(s)]

Property Address: [Insert Property Address]

Dear Resident(s),

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

In connection with this transfer, your security deposit in the amount of **[\$[Insert Amount]** plus any applicable interest has been transferred to the new owner/management. The new owner is now responsible for the holding and eventual return of your deposit in accordance with your lease agreement and local laws.

The details for the new owner/management are as follows:

- **Name:** [Insert New Owner/Manager Name]
- **Address:** [Insert New Mailing Address]
- **Phone:** [Insert New Phone Number]
- **Email:** [Insert New Email Address]

Please direct all future rent payments and maintenance requests to the new management listed above starting on **[Insert Start Date]**.

All other terms and conditions of your existing lease agreement remain in full force and effect.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Contact Information]