

[Date]

[Tenant or Client Name]

[Address Line 1]

[Address Line 2]

Subject: Notice of Change of Management and New Payment Instructions

Dear [Name],

We are writing to formally notify you that effective [Effective Date], the management of [Property Name or Account Name] has been transferred to [New Management Company Name].

As a result of this transition, please update your records and direct all future rent/service payments to the following account. Do not send further payments to the previous management company.

New Payment Details:

- **Bank Name:** [Bank Name]
- **Account Holder:** [Account Holder Name]
- **Account Number:** [Account Number]
- **Routing Number / Sort Code:** [Number]
- **Payment Reference:** [Your Reference Number/Address]

If you have set up automatic transfers or standing orders through your bank, please update them immediately to ensure your next payment is received on time.

For any maintenance requests or inquiries regarding your account, you may now contact [New Management Company Name] at:

- **Phone:** [Phone Number]
- **Email:** [Email Address]
- **Office Address:** [Physical Address]

Thank you for your cooperation during this transition.

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]