

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

Dear [Tenant Name],

We are writing to inform you that, effective [Start Date], the management of your rental property has been transferred to [New Property Management Company Name].

Our team is committed to providing excellent service and ensuring your living environment remains comfortable. Please take note of the following important information regarding this transition:

1. Rent Payments

Starting [Date], all rent payments should be made to [New Company Name]. You can pay via the following methods: [Online Portal Link, Mail-in Address, or In-person].

2. Maintenance Requests

For all non-emergency maintenance requests, please use our online portal at [Website URL] or call [Phone Number]. For after-hours emergencies, please contact [Emergency Phone Number].

3. Lease Terms

Please be assured that the terms and conditions of your current lease agreement remain in full effect. Your security deposit has been transferred and is being held in accordance with local regulations.

4. Contact Information

If you have any questions, please contact us at:

Phone: [Company Phone Number]

Email: [Company Email Address]

Office Hours: [Office Hours]

We look forward to working with you.

Sincerely,

[Your Name/Signature]

[Title]

[New Property Management Company Name]