

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Rental Property Address]

Subject: Notice of Change in Property Management

Dear Tenant(s),

This letter is to formally notify you that the management of the property listed above will change effective **[Date of Change]**.

Starting on the date above, the property will be managed by **[New Management Company Name or Owner Name]**. All future inquiries, maintenance requests, and communications regarding your tenancy should be directed to them.

New Contact Information:

- **Contact Person:** [Name]
- **Phone Number:** [Phone Number]
- **Email Address:** [Email Address]
- **Mailing Address:** [Full Mailing Address]

Rent Payments:

Effective **[Date of first payment to new entity]**, all rent payments should be made payable to **[Entity Name]**. Payments should be delivered via:
[Insert Payment Method: e.g., Online Portal Link, Physical Check to Address, etc.]

Security Deposit:

Please be advised that your security deposit in the amount of \$[Amount] has been transferred to the new management and will continue to be held in accordance with your lease agreement and local laws.

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

Thank you for your cooperation during this transition.

Sincerely,

[Your Name/Current Management Signature]

[Your Contact Information]