

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

Subject: Notice of New Maintenance Contact Information

Dear [Tenant Name],

We are writing to inform you that the contact information for submitting maintenance requests has changed. Effective [Date], please use the following details for all future repair and maintenance inquiries:

- **Maintenance Phone Number:** [Phone Number]
- **Maintenance Email:** [Email Address]
- **Online Portal (if applicable):** [Website URL]
- **Emergency/After-Hours Number:** [Emergency Phone Number]

Please discontinue using any previous phone numbers or email addresses for maintenance issues. For emergency requests involving fire, flood, or safety hazards, please continue to call [Emergency Instructions].

Thank you for your cooperation in helping us streamline our maintenance process.

Sincerely,

[Your Name/Property Management Name]

[Company Name]

[Phone Number]