

Date: [Date]

To: [Vendor Name/Company Name]

Address: [Vendor Address]

Subject: Notice of Property Management Transition for [Property Name/Address]

Dear [Contact Person Name or Accounts Receivable Department],

Please be advised that effective [Date of Transition], the management of **[Property Name/Address]** will transition from [Old Management Company Name] to **[New Management Company Name]**.

New Management Information:

- **Company Name:** [New Management Company Name]
- **Main Office Address:** [New Address]
- **Phone Number:** [New Phone Number]
- **Primary Contact Person:** [Name of Property Manager]
- **Email Address:** [Email Address]

Billing and Invoicing:

Effective immediately, please update your records. All invoices for services rendered on or after [Date] should be issued to [New Management Company Name] and sent to the following address or email:

[Invoicing Address/Email]

Current Contracts:

We are currently reviewing all existing service contracts. A representative from our team will reach out to you shortly to discuss the continuation of services and to ensure we have all necessary compliance documentation, such as updated W-9 forms and Insurance Certificates naming [New Management Entity] as additionally insured.

If you have any urgent questions regarding this transition, please contact us at [Phone Number]. We look forward to a professional and productive working relationship.

Sincerely,

[Your Name]

[Your Title]

[New Management Company Name]