

[Date]

[Tenant Name]
[Property Address]
[Unit Number]

Subject: Notice of New Property Management

Dear [Tenant Name],

We are writing to formally introduce [New Property Management Company Name] as the new management team for your residence, effective [Date].

Our goal is to ensure a smooth transition and provide you with excellent service. Please take note of the following important updates regarding your tenancy:

1. Rent Payments

Starting [Date], all rent payments should be made payable to [New Payee Name]. You can submit payments via:

- Online Portal: [Website URL]
- By Mail: [Mailing Address]
- In Person: [Office Address]

2. Maintenance Requests

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

3. Lease Agreement

All existing terms and conditions of your current lease agreement remain in full effect. We will be reviewing all files and may reach out to update your contact information in the coming days.

4. Office Hours and Contact Information

Our office is open [Days] from [Time] to [Time].
Email: [Email Address]
Phone: [Office Phone Number]

We look forward to working with you. Please do not hesitate to reach out if you have any questions during this transition.

Sincerely,

[Your Name/Signature]
[Title]
[New Property Management Company Name]