

Date: [Insert Date]

To: [Tenant Name / Resident Name]

Property Address: [Insert Property Address]

Subject: Notice of Change in Property Management

Dear [Tenant Name],

This letter is to formally notify you that the management of the property located at [Insert Address] will change effective [Insert Effective Date].

As of this date, [Old Management Company Name] will no longer be responsible for the management of the premises. The new management company will be:

New Management Company: [Insert Name]

Contact Person: [Insert Contact Name]

Phone Number: [Insert Phone Number]

Email Address: [Insert Email Address]

Mailing Address: [Insert Office Address]

Rent Payments:

Beginning [Insert Date], all rent payments should be made payable to [Insert Payee Name]. Please send payments to [Insert Payment Address] or use the new online portal at [Insert URL, if applicable].

Maintenance Requests:

For all future maintenance requests and emergencies, please contact the new management team using the contact information provided above.

Security Deposits:

Please be advised that your security deposit 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 current lease agreement remain in full force and effect. We thank you for your cooperation during this transition.

Sincerely,

[Your Name/Signature]

[Your Title/Company Name]