

**Date:** [Insert Date]

**To:** [Vendor Name/Company Name]

**Attn:** Accounts Receivable / Service Department

**Subject: Notice of Property Management Reorganization**

Dear [Contact Name or Vendor Team],

This letter is to formally notify you that [Company Name] is currently undergoing an internal reorganization to improve our property management operations and service delivery. These changes will take effect on [Effective Date].

**What this means for you:**

- **New Point of Contact:** Your primary contact for [Property Name/Portfolio] will now be [Name of New Contact]. They can be reached at [Email Address] or [Phone Number].
- **Invoicing Procedures:** Please continue to send all invoices to [Billing Email Address/Physical Address]. Ensure all invoices clearly reference the specific property name and the authorized work order number to avoid payment delays.
- **Contract Terms:** All existing service agreements and contract terms remain in full effect. This reorganization does not change our current financial obligations to your company.

Our goal during this transition is to streamline our communication and ensure that our vendors are supported effectively. Please update your records accordingly to reflect these changes.

If you have any questions regarding this reorganization or pending work orders, please reach out to our office at [Office Phone Number].

We value our partnership and look forward to continuing our professional relationship under this new structure.

Sincerely,

[Your Name]

[Your Title]

[Company Name]