

Date: [Insert Date]

To: [Contractor/Company Name]

Attn: [Contact Person Name]

[Contractor Address]

[City, State, Zip Code]

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

Dear [Contractor Name],

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

As of the date mentioned above, [New Property Management Company] will be responsible for all operational decisions, maintenance scheduling, and financial obligations regarding this property. Please update your records with the following contact and billing information:

- **New Management Company:** [Company Name]
- **Main Contact Person:** [Name and Title]
- **Phone Number:** [Phone Number]
- **Email Address:** [Email Address]
- **Billing/Invoicing Address:** [Mailing Address]

**Regarding Invoices and Payments:**

Any work performed prior to [Transition Date] should be invoiced to [Old Management Company]. All services rendered on or after [Transition Date] must be invoiced to [New Management Company] at the billing address listed above. Please ensure that all future invoices include the property name and the specific work order number, if applicable.

**Contractual Agreements:**

A representative from [New Property Management Company] will reach out to you shortly to discuss existing service contracts and to ensure a smooth transition of ongoing projects.

We appreciate the services you have provided to the property. Should you have any immediate questions regarding this transition, please contact [Name] at [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]