

Date: [Insert Date]

To: [Vendor Name / Accounts Receivable Department]

Address: [Vendor Address]

RE: NOTICE OF CHANGE IN PROPERTY MANAGEMENT

Dear [Contact Name or Vendor Support],

This letter is to formally advise you that, effective [Date of Change], the management of [Property Name/Address] has transitioned to [New Property Management Company Name].

Please update your records immediately to reflect the following changes for all future service requests, correspondence, and billing:

New Management Information:

Company Name: [New Company Name]

Mailing Address: [New Mailing Address]

Phone Number: [New Phone Number]

Primary Contact: [Contact Name/Property Manager]

Billing and Invoicing:

Effective [Date], all invoices should be addressed to the new management company and sent to:

Email for Invoices: [Email Address]

Billing Address: [Billing Address]

Please note that any outstanding invoices for services rendered prior to [Date] should be finalized and sent to the previous management office at [Old Address/Email] unless otherwise instructed.

We value our partnership and look forward to continuing our professional relationship under this new management. If you have any questions regarding this transition or require updated tax documentation (W-9), please contact us at [Phone Number/Email].

Sincerely,

[Your Name]

[Your Title]

[Company Name]