

**Date:** [Insert Date]

**To:** [Vendor Name or Contact Person]  
[Vendor Company Name]  
[Vendor Address]  
[City, State, Zip Code]

**Subject: Notice of New Property Management for [Property Name/Address]**

Dear [Contact Name],

Please be advised that as of [Effective Date], [New Property Management Company Name] has been appointed as the new management agent for the property located at:

**[Property Address]**

Effective immediately, all future service requests, maintenance coordination, and administrative inquiries regarding this property should be directed to our office.

**Billing and Payment Information:**

Please update your records to ensure all future invoices are addressed and sent to:

[New Management Company Name]  
[Billing Address]  
[City, State, Zip Code]  
[Email for Invoices]

**Points of Contact:**

- Property Manager: [Name]
- Phone: [Phone Number]
- Email: [Email Address]

If there are outstanding balances or pending work orders initiated under the previous management, please provide a detailed status report and copies of the relevant invoices to our office as soon as possible to ensure a smooth transition of payments.

We look forward to a productive working relationship with your company. If you have any questions, please contact us at [Phone Number].

Sincerely,

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