

[Date]

[Tenant Business Name]

[Property Address]

[Suite/Unit Number]

RE: NOTICE OF PROPERTY MANAGEMENT MERGER AND CHANGE OF CONTACT

Dear Valued Tenant,

We are writing to formally notify you that **[Original Management Company Name]** has merged with **[New Management Company Name]**, effective as of **[Effective Date]**.

Please be assured that this merger will not affect the terms and conditions of your current lease agreement. However, there are important updates regarding the management and administration of your commercial space:

- **New Management Office:** [New Company Address]
- **Primary Contact Person:** [Name of Property Manager]
- **Phone Number:** [New Phone Number]
- **Email Address:** [New Email Address]

Rent Payments:

Starting **[Month/Year]**, please ensure all rent checks are made payable to **[New Entity Name]**. If you pay via ACH or electronic transfer, please update your records with the following information: [Insert Banking Details or Portal Link].

Maintenance Requests:

All future maintenance requests should be submitted via **[New Portal Name/Link]** or by calling **[Phone Number]**.

We are committed to a seamless transition and look forward to continuing our professional relationship. If you have any questions regarding this change, please do not hesitate to contact us.

Sincerely,

[Signature]

[Name of Sender]

[Title]

[New Management Company Name]