

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

RE: Notice of Merger and Change in Property Management

Dear [Tenant Name],

We are writing to officially inform you that **[Original Municipal Authority/Company Name]** has merged with **[New Municipal Authority/Company Name]**, effective as of **[Effective Date]**.

As a result of this merger, the management of your property will now be handled by **[New Entity Name]**. Please be assured that this transition will not affect the terms and conditions of your existing lease agreement.

What this means for you:

- **Rent Payments:** Starting from [Date], all rent payments should be made payable to [New Entity Name]. If you pay via automatic bank transfer, please update your records with the new banking details attached to this letter.
- **Maintenance Requests:** All future maintenance requests should be submitted through [New Portal Link/Phone Number/Email].
- **Contact Information:** Our new office location is [New Office Address], and our primary contact number is [New Phone Number].

Our team is committed to ensuring a smooth transition. If you have any questions regarding this merger or how it affects your tenancy, please contact our office during business hours.

Thank you for your cooperation.

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[New Municipal Authority Name]