

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Subject: Notice of Property Ownership Merger

Dear [Tenant Name],

We are writing to formally announce that [Current Owner/Company Name] has merged with [New Owner/Company Name], effective as of [Effective Date].

As a result of this merger, the ownership of the property located at [Property Address] has been transferred to the new combined entity, operating under the name [Combined Company Name].

Please take note of the following important information regarding your tenancy:

- **Lease Agreement:** Your current lease agreement remains valid and in full effect. All terms, conditions, and expiration dates remain unchanged.
- **Rent Payments:** Starting [Date], please make all rent checks payable to [New Entity Name]. If you pay electronically, please update your records to [New Payment Portal Link/Instructions].
- **Maintenance Requests:** Please continue to report maintenance issues through [Current Method] or contact [Contact Person/Department] at [Phone Number/Email].
- **Management Office:** Our office address [has/has not] changed. Our new correspondence address is [New Address, if applicable].

We are committed to ensuring a smooth transition and continuing to provide high-quality service. If you have any questions regarding this merger, please contact our office at [Phone Number] or [Email Address].

Thank you for being a valued tenant.

Sincerely,

[Signature]

[Printed Name]

[Title]

[Company Name]