

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

RE: NOTICE OF CHANGE OF OWNERSHIP/MANAGEMENT DUE TO MERGER

Dear [Tenant Name],

Please be advised that effective [Date of Merger], [Current Company Name] has merged with [New Company Name]. As a result of this merger, the ownership and management of your rental property has been transferred to the new entity.

Please note the following important changes regarding your tenancy:

- **Management Office:** All future inquiries should be directed to [New Management Name] at [Address/Phone Number].
- **Rent Payments:** Starting [Month/Year], all rent payments should be made payable to [New Entity Name]. You may send payments to [New Payment Address] or use the new online portal at [URL].
- **Maintenance Requests:** Please submit all new repair requests via [Phone Number/Email/Website].
- **Lease Agreement:** All terms and conditions of your existing lease agreement remain in full force and effect. Your security deposit has been transferred to the new entity and remains protected.

We look forward to continuing to provide you with a high quality living environment. If you have any questions regarding this transition, please contact us at [Phone Number].

Sincerely,

[Your Name/Signature]

[Title]

[New Company Name]