

DATE: [Insert Date]

TO: [Tenant Business Name]

ATTENTION: [Contact Name/Manager]

ADDRESS: [Property Address and Suite Number]

RE: NOTICE OF CHANGE IN OWNERSHIP/MANAGEMENT DUE TO FORECLOSURE

Dear Tenant,

Please be advised that as of [Effective Date], the commercial property located at [Property Address] has been acquired by [New Owner Name] via foreclosure proceedings.

1. Lease Obligations

Please be informed that your existing lease agreement remains in effect. All terms, conditions, and rules established in your original lease continue to apply to your tenancy.

2. Rent Payments

Effective immediately, all future rent payments and other financial obligations must be made payable to [New Payee Name]. Please direct your payments to the following address:

- [New Payment Address Line 1]
- [New Payment Address Line 2]
- [City, State, Zip Code]

3. Property Management

The property will now be managed by [Management Company Name]. For all maintenance requests, accounting inquiries, or emergencies, please use the contact information below:

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

4. Security Deposits

[Option A: Your security deposit has been transferred to the new owner.] / [Option B: We are currently auditing records regarding security deposit transfers and will provide an update shortly.]

We look forward to maintaining a professional relationship. If you have any immediate questions regarding this transition, please contact our office at [Phone Number].

Sincerely,

[Signature]

[Name of Representative]

[Title]

[Company Name]