

**Date:** [Date]

**To:** [Tenant Name]

**Property Address:** [Rental Property Address]

**RE: NOTICE OF CHANGE IN PROPERTY MANAGEMENT**

Dear [Tenant Name],

This letter is to formally notify you that, effective [Date of Transfer], the management of the property listed above has been transferred to [New Management Company Name].

Starting from [Date of First Payment to New Management], all future rent payments, maintenance requests, and formal inquiries should be directed to the new management office at the following address:

**New Management Company:** [Company Name]

**Contact Name:** [Contact Person Name]

**Mailing Address:** [New Mailing Address]

**Phone Number:** [New Phone Number]

**Email Address:** [New Email Address]

**Rent Payment Instructions:**

Please update your records and payment methods. Rent checks should now be made payable to: **[Payee Name]**.

If you pay via online portal or electronic transfer, please follow these instructions: [Insert portal link or bank details here].

Please note that all other terms and conditions of your existing lease agreement remain in full force and effect. Your security deposit has been transferred to the new management and remains protected according to local laws.

Thank you for your cooperation during this transition.

Sincerely,

[Signature of Old Owner/Manager]

[Printed Name of Old Owner/Manager]

[Signature of New Manager]

[Printed Name of New Manager]