

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

Subject: Notice of New Management and Foreclosure Status

Dear [Tenant Name],

Please be advised that effective [Date], [Company Name] has been appointed as the new management provider for the property located at [Property Address].

Property Status Disclosure

We are writing to formally inform you that the property is currently in the process of foreclosure. While this process is ongoing, it is important to note the following:

- **Right to Occupancy:** Your current lease agreement remains in effect. You are not required to vacate the premises at this time.
- **Rent Payments:** All future rent payments must now be directed to [Company Name]. Payments can be made via [Payment Method: Online Portal/Check/Mail].
- **Maintenance:** We are now responsible for all repairs and property maintenance. Please submit all requests to [Phone Number] or [Email Address].

Next Steps

We understand that a foreclosure notice can be concerning. We are committed to keeping you informed of any changes regarding the ownership or status of the building. We will provide you with further updates as they become available.

Please contact our office at [Office Phone Number] between the hours of [Hours] if you have any questions regarding this transition.

Sincerely,

[Your Name/Signature]

[Title]

[Company Name]