

**DATE:** [Insert Date]

**TO:** All Tenants of [Insert Property Address]

**SUBJECT: NOTICE OF FORECLOSURE AND CHANGE OF PROPERTY MANAGEMENT**

Dear Tenant,

This letter is to formally notify you that the property located at [Insert Property Address] has been foreclosed upon. Effective as of [Insert Effective Date], the ownership of the property has transferred to [Insert Name of New Owner/Bank].

**New Management Information:**

As a result of this change, [Insert Name of Old Management Company] is no longer managing the property. The new property management company is:

- **Company Name:** [Insert New Management Company Name]
- **Contact Person:** [Insert Contact Name]
- **Phone Number:** [Insert Phone Number]
- **Email Address:** [Insert Email Address]
- **Mailing Address:** [Insert Mailing Address]

**Rent Payments:**

All rent payments due on or after [Insert Date] should be made payable to [Insert New Payee Name]. Please send payments to the mailing address listed above or use the following portal: [Insert Online Link if applicable].

**Security Deposits:**

Your security deposit has been [transferred to the new owner / is being held by the new management]. Your existing lease agreement remains in effect under the current terms until further notice.

**Maintenance Requests:**

Effective immediately, please direct all maintenance requests and emergency repairs to the new management team using the contact information provided above.

If you have any questions regarding this transition, please contact [Insert Contact Name] at [Insert Phone Number].

Sincerely,

[Your Name/Signature]  
[Title/Company Name]