

Date: [Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

RE: Notice of Lease Transfer and Change in Management

Dear [Tenant Name],

This letter is to formally notify you that the lease agreement for the property located at [Property Address] has been transferred from [Old Property Management Name] to [New Property Management Name], effective as of [Effective Date].

Please note the following changes regarding your tenancy:

- **Rent Payments:** Starting [Date], all rent payments should be made payable to [New Management Name]. Payments can be submitted via [Online Portal Link, Mailing Address, or Office Location].
- **Maintenance Requests:** All new maintenance requests should be submitted through [New Portal/Phone Number/Email].
- **Security Deposit:** Your security deposit in the amount of \$[Amount] has been transferred to the new management and will continue to be held in accordance with your lease terms and local laws.
- **Contact Information:** For any inquiries, please contact [New Manager Name] at [Phone Number] or [Email Address].

All other terms and conditions of your existing lease agreement remain in full force and effect. We look forward to working with you.

Sincerely,

[Signature]

[Name of Sender]

[Title/Company Name]