

[Date]

[Tenant Name]

[Tenant Business Name]

[Property Address]

[Suite/Unit Number]

RE: NOTICE OF CHANGE OF OWNERSHIP

Dear Tenant,

Please be advised that the property located at [Property Address] has been sold. Effective as of [Date], the new owner of the property is [New Owner Name].

Management Status:

Please be informed that [Management Company Name] will remain as the property management firm. There will be no change in your daily point of contact. All maintenance requests, leasing inquiries, and operational matters should continue to be directed to our office as usual.

Rent Payments:

Effective [Date/Immediately], all future rent payments and other charges should be made payable to:

[New Payee Name]

Payments should be delivered to the following address:

[Payment Mailing Address]

[City, State, Zip]

If you currently pay rent via electronic transfer (ACH/Wire), please contact [Contact Name] at [Phone Number] or [Email] to receive updated banking instructions.

Security Deposits:

Your security deposit in the amount of \$[Amount] has been transferred to the new owner and will continue to be held in accordance with the terms of your lease agreement and local laws.

All other terms and conditions of your existing lease agreement remain in full force and effect. We look forward to continuing our professional relationship with you under this new ownership.

Sincerely,

[Name]

[Title]

[Management Company Name]