

Date: [Insert Date]

To Our Valued Tenants,

Subject: Notice of Change of Ownership

We are writing to formally notify you that the property located at [Property Address] has been acquired by [New Owner Name] as of [Effective Date].

We want to assure you that this change in ownership will not affect your current lease agreement or your daily living experience. All terms and conditions of your existing lease remain in full force and effect.

Furthermore, we are pleased to announce that [**Property Management Company Name**] will continue to serve as the property management team. There will be no changes to the personnel or procedures you are accustomed to. You should continue to use the same contact methods for all inquiries, including:

- **Maintenance Requests:** [Insert portal link or phone number]
- **Rent Payments:** [Insert payment method/portal]
- **General Inquiries:** [Insert office phone number/email]

Our priority is to ensure a seamless transition and to maintain the high standard of service you expect. We look forward to continuing our relationship with you.

Sincerely,

[New Owner Name/Representative Name]  
[Company Name, if applicable]