

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Subject: Notice of Change of Ownership

Dear [Tenant Name],

We are writing to formally notify you that the property located at [Property Address] has been sold and is now under the ownership of [New Owner Name], effective as of [Date of Transfer].

Property Management Remains the Same

We would like to inform you that [Management Company Name] has been retained to continue managing the property. There will be no changes to your primary point of contact, maintenance request procedures, or rent payment methods. Please continue to interact with us exactly as you have in the past.

Lease Agreement

Please be assured that all terms and conditions of your existing lease agreement remain in full force and effect. Your security deposit has been transferred to the new owner and will continue to be held in accordance with local laws and your lease terms.

Contact Information

If you have any questions regarding this transition, please feel free to reach out to us at:

Phone: [Phone Number]

Email: [Email Address]

Office Address: [Office Address]

The new ownership is committed to maintaining the property and ensuring a positive living environment for all residents. We look forward to continuing our relationship with you.

Sincerely,

[Your Name/Authorized Representative]

[Management Company Name]