

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Rental Property Address]

Subject: Notice of Change of Ownership

Dear Tenant(s),

Please be advised that the property located at [Property Address] has been sold. Effective [Date of Transfer], the ownership has been transferred from [Old Owner Name] to [New Owner Name].

We wish to inform you that there will be **no change** in the management of the property. [Management Company Name/Manager Name] will continue to manage the premises, handle maintenance requests, and collect rent payments.

Please take note of the following:

- **Lease Agreement:** All terms and conditions of your current lease agreement remain in full force and effect.
- **Rent Payments:** Please continue to make rent payments in the same manner and to the same recipient as you have previously.
- **Maintenance and Contact:** Continue to use the existing contact information [Phone/Email] for all maintenance requests and inquiries.
- **Security Deposit:** Your security deposit has been transferred to the new owner and remains protected in accordance with local laws.

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

Thank you for your continued cooperation.

Sincerely,

[Your Name/Management Name]

[Contact Information]