

[Date]
[Tenant Name]
[Property Address]
[Unit Number]

Subject: Notice of Sale of Property and Continuation of Management Services

Dear [Tenant Name],

This letter is to officially inform you that the property located at [Property Address] has been sold. The ownership has transferred from [Former Owner Name] to [New Owner Name], effective as of [Closing Date].

Please be advised that this change in ownership will not affect the terms and conditions of your current lease agreement. All existing provisions, including your rent amount and lease duration, remain in full force.

Furthermore, we wish to notify you that [Management Company Name] will continue to serve as the property management provider. There will be no change in how the property is operated. Please continue to use the existing protocols for the following:

- **Rent Payments:** Please continue making payments via [Payment Method/Portal] as usual.
- **Maintenance Requests:** Please continue to submit requests through [Phone Number/Email/Portal].
- **Emergencies:** Please contact [Emergency Contact Name/Number] for urgent matters.

Your security deposit has been successfully transferred to the new owner and will continue to be held in accordance with local laws and your lease agreement.

Should you have any questions regarding this transition, please do not hesitate to contact our office at [Office Phone Number] or [Office Email].

Thank you for your continued residency.

Sincerely,

[Authorized Signature]
[Printed Name]
[Management Company Name]