

Date: [Insert Date]

To: [Tenant Name]

Property Address: [Insert Property Address]

**Subject: Notice of Change of Ownership**

Dear Tenant,

This letter is to officially notify you that the property located at [Insert Address] has been sold. Effective as of [Insert Date], the new owner of the property is [Insert New Owner Name].

Please be advised that despite the change in ownership, **there will be no change in property management.** [Insert Management Company Name] will continue to manage the premises, handle maintenance requests, and collect rent payments.

Regarding your tenancy:

- **Lease Agreement:** Your current lease agreement remains in full force and effect. All terms, conditions, and expiration dates remain unchanged.
- **Security Deposit:** Your security deposit has been transferred to the new owner and remains protected under the terms of your lease and local laws.
- **Rent Payments:** Please continue to make your rent payments using the same methods and to the same entity as you have previously.
- **Contact Information:** You should continue to contact [Insert Management Name/Phone Number] for all maintenance issues and inquiries.

We look forward to continuing our professional relationship with you. If you have any questions regarding this transition, please contact the management office at [Insert Phone Number].

Sincerely,

[Your Name/Signature]

[Your Title/Company Name]