

[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. Effective [Date], the new owner of the property is [New Owner Name].

We want to assure you that this change in ownership will not affect the terms of your current lease agreement. All existing conditions, including your rent amount and lease expiration date, remain in full effect.

Property Management Remains Unchanged

Please be advised that [Property Management Company Name] will continue to manage the property. There will be no changes to how you interact with management. You should continue to use the same contact information and procedures for the following:

- **Rent Payments:** Please continue making payments via [Payment Method/Portal] as usual.
- **Maintenance Requests:** Please continue to report issues through [Maintenance Portal/Phone Number].
- **Inquiries:** Contact [Manager Name] at [Phone/Email] for any questions regarding your tenancy.

Thank you for your continued residency. We look forward to maintaining a positive relationship with you under this new ownership.

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]