

[Date]

[Vendor Company Name]

[Vendor Address]

[City, State, Zip Code]

RE: Notice of Change of Ownership - [Property Name/Address]

Dear [Contact Person Name or Vendor Billing Department],

Please be advised that the property located at **[Property Address]** has been sold, effective **[Date of Sale]**. The new owner of the property is **[New Owner Entity Name]**.

We are writing to confirm that **[Management Company Name]** will remain as the property management firm for this location. There will be no changes to our daily operations, on-site personnel, or the primary point of contact for your services.

Regarding your ongoing services and billing, please note the following:

- **Contracts:** All existing service contracts and agreements remain in full force and effect.
- **Invoicing:** Effective immediately, all invoices must be addressed to the new owner entity: **[New Owner Entity Name] c/o [Management Company Name]**.
- **W-9:** Please find the attached W-9 for the new ownership entity to update your records.
- **Payment Address:** Please continue to send payments to: **[Billing Address]**.

Please update your accounting and records departments immediately to reflect these changes. If you have any questions regarding this transition, please contact **[Contact Name]** at **[Phone Number]** or **[Email Address]**.

We value our partnership and look forward to continuing our professional relationship under this new ownership.

Sincerely,

[Your Name]

[Your Title]

[Management Company Name]