

[Date]

[Property Owner Name]
[Property Owner Address]
[City, State, Zip Code]

Subject: Notice of Property Management Transition

Dear [Property Owner Name],

We are writing to formally notify you of a change in the management of your property located at: **[Property Address]**.

Effective **[Transition Date]**, the management of this property will transition from **[Outgoing Management Company Name]** to **[Incoming Management Company Name]**.

What this means for you:

- **Management Agreement:** All existing terms of your agreement will remain in effect, but will now be administered by [Incoming Management Company Name].
- **Rent Collection:** Future rental disbursements to you will be processed via [Direct Deposit/Check] by the new management team.
- **Point of Contact:** Your new dedicated Property Manager is [Manager Name], who can be reached at [Phone Number] or [Email Address].
- **Records Transfer:** All historical data, leases, and security deposit records are currently being transferred to ensure a seamless handover.

We have already notified the tenants of this change and provided them with updated instructions regarding rent payments and maintenance requests. There is no action required from you at this time.

We appreciate your continued partnership and are committed to providing you with excellent service during this transition.

Sincerely,

[Your Name/Signature]
[Your Title]
[Company Name]