

Date: [Insert Date]

To: [Tenant Name(s)]

Property Address: [Insert Full Property Address]

Subject: Notice of Change of Management and New Rent Payment Instructions

Dear Tenant(s),

This letter is to formally notify you that the management of the property located at [Property Address] has been transferred from [Old Management Name] to [New Management Name], effective [Effective Date].

Beginning on [Effective Date], all inquiries, maintenance requests, and official notices regarding your tenancy should be directed to:

- **Company Name:** [New Management Company Name]
- **Contact Person:** [Name of Property Manager]
- **Phone Number:** [Phone Number]
- **Email Address:** [Email Address]
- **Office Address:** [Physical Office Address]

New Rent Payment Instructions:

Please be advised that your rent payment for [Month/Year] and all subsequent months must be paid to [New Management Name]. Please update your records immediately. Payments can be made via the following method(s):

- **Online Portal:** [Insert Link if applicable]
- **By Mail:** Send checks payable to [Payee Name] to [Mailing Address]
- **Bank Transfer:** [Insert Routing and Account Number if applicable]

Please note that all other terms and conditions of your existing lease agreement remain in full force and effect. Your security deposit has been transferred to the new management and remains protected according to local laws.

Thank you for your cooperation during this transition. If you have any questions, please contact us at [Phone Number].

Sincerely,

[Your Name/Signature]

[Title]

[Company Name]