

Date: [Insert Date]

To: [Tenant/Client Name]

Property Address/Account: [Insert Address or Account Number]

Subject: Official Notice of Escrow Closing and Management Assumption

Dear [Recipient Name],

This letter serves as official notification that the escrow process for the property located at [Property Address] has officially closed as of [Closing Date].

Effective immediately, [New Management Company/Owner Name] has assumed all management responsibilities for the property. Please take note of the following changes regarding your account:

- **Rent and Payments:** All future payments should be made payable to [New Entity Name].
- **Payment Methods:** Payments can be submitted via [Insert Method: Online Portal/Check/Mail] at the following address: [Insert Mailing Address].
- **Maintenance Requests:** All new maintenance or repair requests should be directed to [Name/Department] at [Phone Number] or [Email Address].
- **Emergency Contact:** For after-hours emergencies, please contact [Emergency Number].

All existing lease agreements and security deposits have been transferred to the new management. Your current lease terms remains in full force and effect.

We look forward to working with you. If you have any questions regarding this transition, please contact our office during business hours.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Position]

[Company Name]