

Date: [Date]

Property Address: [Full Property Address]

Subject: Official Notice of Management Transition

Dear [Tenant Name],

We are writing to formally notify you that, effective [Date of Transition], the management of your rental property has been transferred to [New Management Company Name].

As your new point of contact, we look forward to providing you with excellent service. Please note the following important changes regarding your tenancy:

1. Rent Payments

Starting [Date], all rent payments should be made payable to [New Management Company Name]. You can pay your rent via the following methods:

- Online Portal: [Website URL]
- By Mail: [Mailing Address]
- In Person: [Office Address]

2. Maintenance Requests

For all non-emergency maintenance requests, please use our online portal at [Website URL] or call our office at [Phone Number]. For after-hours emergencies, please contact [Emergency Phone Number].

3. Lease Agreement

Please be assured that the terms and conditions of your existing lease agreement remain in full force and effect. Your security deposit has been successfully transferred to our accounts and will continue to be held in accordance with local laws.

4. Tenant Information Update

To ensure our records are accurate, please complete the enclosed "Tenant Contact Form" and return it to us by [Date].

We will be conducting brief introductory inspections of the property over the coming weeks. We will provide at least [Number] hours of notice before visiting your unit.

If you have any questions regarding this transition, please do not hesitate to reach out to us at [Email Address] or [Phone Number].

Welcome to [New Management Company Name]. We look forward to working with you.

Sincerely,

[Your Name/Signature]

[Title]

[New Management Company Name]