

Date: [Date]

To: [Vendor Name/Company]

Attn: Accounts Receivable Department

Address: [Vendor Address]

Subject: NOTICE OF PROPERTY MANAGEMENT TRANSFER

Dear [Contact Name or Vendor Representative],

Please be advised that effective **[Date of Transfer]**, the management of the property located at **[Property Name/Address]** is being transferred from **[Old Management Company Name]** to **[New Management Company Name]**.

Service Status:

[Option A: We wish to continue our service agreement with your company under the new management.]

[Option B: Please discontinue all services as of the transfer date.]

Billing and Invoicing:

As of [Date of Transfer], all future invoices for services rendered at this property should be addressed and sent to:

[New Management Company Name]

[Billing Address]

[City, State, Zip Code]

[Email for Invoices]

Payment of Outstanding Invoices:

Any invoices for work completed prior to [Date of Transfer] should be submitted immediately to the outgoing management company for processing. Any work completed after this date must be billed to the new management company.

Contact Information:

Should you have any questions regarding this transition, please contact [New Contact Person Name] at [Phone Number] or [Email Address].

Thank you for your continued cooperation and service.

Sincerely,

[Your Name/Authorized Signature]

[Your Title]

[Company Name]