

[Date]

[Tenant Name]

[Suite Number]

[Property Name]

Subject: Notice of Change of Management and Directory Update

Dear Tenant,

This letter is to formally notify you that, effective [Effective Date], the management of [Property Name] has been transferred to [New Management Company Name].

As part of this transition, we are updating our building records and the electronic directory located in the lobby. To ensure your business information is displayed correctly, please provide the following details:

- **Official Business Name:** [Insert Name]
- **Suite Number:** [Insert Suite]
- **Primary Contact Name:** [Insert Name]
- **Primary Phone Number:** [Insert Number]
- **Emergency Contact Number:** [Insert Number]
- **Display Name for Lobby Directory:** [Insert Name]

Please return this information to our office via email at [Email Address] or by hand delivery to the management office by [Deadline Date].

Moving forward, all rent payments and maintenance requests should be directed to:

[New Management Company Name]

[Address]

[Phone Number]

[Website/Portal]

We look forward to working with you and maintaining a professional environment for your business.

Sincerely,

[Name of Property Manager]

[Title]

[New Management Company Name]