

Date: [Insert Date]

To: [Tenant Name]

Premises: [Insert Shop/Office Number and Address]

Subject: Notice of Change of Management and Request for Tenant Information

Dear [Tenant Name/Manager Name],

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

To ensure a smooth transition and to update our records, we kindly request that you provide the following information by [Due Date]:

- Registered Business Name and Trading Name
- Primary Point of Contact (Name, Title, Phone Number, and Email)
- Accounts Payable Contact Details
- Copy of your current Public Liability Insurance certificate
- A copy of your most recent executed Lease Agreement and any subsequent variations
- Details of any outstanding maintenance issues

Please send the requested documents via email to [Email Address] or by mail to [Mailing Address].

Regarding future rent payments, please find our bank account details below:

Bank Name: [Insert Bank Name]

Account Name: [Insert Account Name]

BSB / Sort Code: [Insert Code]

Account Number: [Insert Number]

Should you have any questions regarding this handover, please feel free to contact us at [Phone Number]. We look forward to a professional working relationship with your business.

Sincerely,

[Your Name]

[Your Title]

[Company Name]