

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

Subject: Notice of Change in Property Management

Dear [Tenant Name],

Please be advised that as of [Effective Date], the management of [Property Name/Address] has been transferred to [New Property Management Company Name].

To ensure our records are accurate and to provide you with the best service, please provide the following updated information:

- Current Phone Number: _____
- Current Email Address: _____
- Emergency Contact Name: _____
- Emergency Contact Phone: _____

Rent Payments:

Effective [Date], all future rent payments should be made to [New Company Name]. Payments can be made via:

- Online Portal: [URL]
- By Mail: [Mailing Address]

Maintenance Requests:

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

We look forward to working with you. Please return this updated information by [Deadline Date] to [Email Address or Office Address].

Sincerely,

[Your Name]

[Your Title]

[New Property Management Company Name]

[Phone Number]

[Email Address]