

Date: [Insert Date]

To: [Tenant Name]

Property Address: [Insert Property Address]

Subject: Notice of Change of Ownership and Management

Dear [Tenant Name],

This letter is to formally notify you that the property located at [Insert Property Address] has been sold. Effective [Insert Date], the new owner of the property is [Insert New Owner/Company Name].

Lease Continuation

Please be assured that this change in ownership does not affect the terms of your existing lease agreement. All conditions, including your monthly rent amount and the expiration date of your lease, remain in full force and effect. Your security deposit has been transferred to the new owner and will continue to be held in accordance with local laws and your lease terms.

Rent Payments

Starting from [Insert Date], all future rent payments should be made payable to [Insert Payee Name]. Payments can be delivered via the following method:

[Insert Payment Instructions, e.g., Online Portal Link or Mailing Address]

Maintenance and Inquiries

For all future maintenance requests or general inquiries, please contact [Insert Management Name] at:

Phone: [Insert Phone Number]

Email: [Insert Email Address]

We look forward to maintaining a positive relationship with you. If you have any questions regarding this transition, please feel free to reach out.

Sincerely,

[Signature of New Owner or Property Manager]

[Printed Name]

[Company Name]