

**Date:** [Insert Date]

**To:** All Tenants of [Insert Property Name/Address]

**Subject: Notice of Change in Property Management**

Dear Tenant,

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

**Lease Agreement Continuity**

Please be advised that this change in management does not affect the terms of your current lease agreement. All existing terms, conditions, and expiration dates remain in full effect. Your security deposit has been transferred to the new management and remains protected under the terms of your original contract.

**Rent Payments**

Effective [Insert Date], all future rent payments should be made payable to [Insert Name] and sent to the following address:  
[Insert New Payment Address or Online Portal Link]

**Maintenance and Inquiries**

For all future maintenance requests or general inquiries, please use the following contact information:

Contact Name: [Insert Name]

Phone Number: [Insert Phone Number]

Email Address: [Insert Email Address]

We look forward to working with you to ensure a comfortable living environment. If you have any immediate questions regarding this transition, please do not hesitate to reach out.

Sincerely,

[Your Name/New Management Signature]

[New Management Company Name]