

[Date]

[Tenant Name]
[Property Address]
[Unit Number]

Subject: Notification of Ownership Change and Confirmation of Lease Terms

Dear [Tenant Name],

We are writing to formally notify you that [New Owner/Company Name] has acquired the property located at [Property Address], effective as of [Date of Sale].

The purpose of this letter is to introduce ourselves as your new landlord and to confirm that we have received a copy of your existing lease agreement dated [Original Lease Date]. We wish to reassure you that all terms and conditions of your current lease remain in full effect and will be honored through the end of your current term, which expires on [Lease Expiration Date].

Specifically, the following details remain unchanged:

- Monthly Rent Amount: \$[Amount]
- Due Date: [Day of the month]
- Security Deposit Held: \$[Amount]

Effective immediately, all future rent payments should be made payable to [Payee Name] and sent to the following address:

[Payment Mailing Address]
[City, State, Zip]

Alternatively, you may pay online via [Online Portal Link/Instructions].

For any maintenance requests or urgent inquiries, please contact [Property Manager Name] at [Phone Number] or [Email Address].

We look forward to having you as a tenant. If you have any questions regarding this transition, please do not hesitate to reach out.

Sincerely,

[Your Name/Signature]
[New Owner/Company Name]
[Contact Information]