

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

**RE: Notice of New Property Management and Continuation of Lease Terms**

Dear [Tenant Name],

This letter is to formally notify you that, effective [Date], the management of the property located at [Property Address] has been transferred to [New Property Management Company Name].

We wish to inform you that **all terms and conditions of your current lease agreement remain unchanged**. Your existing contract will continue to be honored in full, including your current rent amount, security deposit, and lease expiration date.

Please note the following administrative updates:

- **Rent Payments:** Starting [Date], please make all rent payments to [New Management Name] via [Payment Method/Portal].
- **Maintenance Requests:** All future maintenance requests should be submitted through [Phone Number/Email/Website].
- **Contact Information:** For any questions regarding your tenancy, you may contact us at [Phone Number] or [Email Address].

We look forward to providing you with excellent service. No action is required on your part regarding your lease document at this time.

Sincerely,

[Name/Signature]

[Title]

[New Property Management Company Name]