

[Date]

[Tenant Name]

[Unit Number/Store Name]

[Retail Complex Name]

[Property Address]

RE: NOTICE OF CHANGE IN OWNERSHIP AND MANAGEMENT

Dear Tenant,

This letter serves as formal notification that the ownership of [Retail Complex Name] has been officially transferred to the Municipality of [Name of Municipality], effective as of [Effective Date].

Please be advised of the following updates regarding your tenancy:

- **Ownership:** The property is now municipally owned. All existing lease agreements remain valid and have been transferred to the new owner under the same terms and conditions.
- **Rent Payments:** Starting from [Date], all rent payments should be made payable to "[Name of Municipal Department/Entity]" and sent to the following address: [New Payment Address].
- **Maintenance and Queries:** All maintenance requests or property inquiries should now be directed to [Name of Department/Contact Person] at [Phone Number] or [Email Address].

A representative from the Municipality will be visiting the complex in the coming weeks to introduce themselves and answer any questions you may have regarding this transition.

Thank you for your cooperation during this ownership update.

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title/Department]

[Municipality Name]