

**Date:** [Date]

**TO:** [Tenant Name/Business Name]

**ATTN:** [Accounts Payable or Contact Person]

**ADDRESS:** [Property Address and Suite Number]

**RE: NOTICE OF CHANGE OF OWNERSHIP AND MANAGEMENT**

Dear [Tenant Name],

Please be advised that the commercial property located at [Property Address] has been sold by [Former Owner Name] to [New Owner Name], effective as of [Closing Date].

In accordance with the terms of your lease agreement, all rights and obligations of the Landlord have been assigned to the New Owner. Please take note of the following changes regarding your tenancy:

**1. Rent Payments**

Effective [Date], all rent payments and other charges should be made payable to:

[New Payee Name]

[Mailing Address for Payments]

**2. Property Management**

The property will now be managed by [New Management Company Name]. For all maintenance requests, inquiries, or emergencies, please contact:

Contact Person: [Name]

Phone: [Phone Number]

Email: [Email Address]

**3. Security Deposit**

Your security deposit in the amount of \$[Amount] has been transferred to the New Owner and will continue to be held in accordance with your lease terms and local laws.

All other terms and conditions of your existing lease agreement remain in full force and effect. We look forward to a professional working relationship.

Sincerely,

[Signature of Former Owner/Representative]

[Printed Name of Former Owner]

[Signature of New Owner/Representative]

[Printed Name of New Owner]