

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: Notice of Ownership Transfer for Property Located at: [Property Address]

Dear [Recipient Name/Occupant],

This letter serves as formal notification that the ownership of the property located at [Property Address] has been transferred from [Previous Owner Name] to [New Owner/Entity Name].

This transfer took place on [Date of Transfer] via [Type of Transfer, e.g., Deed in Lieu of Foreclosure, Trustee's Sale, or Private Purchase].

Please be advised of the following information regarding the management of this property:

- **New Owner:** [New Owner Name]
- **Contact Person:** [Name of Contact/Property Manager]
- **Phone Number:** [Phone Number]
- **Email Address:** [Email Address]
- **Mailing Address:** [Mailing Address for Payments/Inquiries]

[Include if applicable: Please direct all future rent payments, maintenance requests, and correspondence to the new contact listed above effective immediately.]

If there are existing lease agreements or outstanding legal matters regarding your occupancy, a representative will contact you shortly to discuss the transition. Otherwise, please reach out to us at your earliest convenience to confirm receipt of this notice.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]