

[Company Header/Logo]

[Date]

[Tenant Name]

[Business Name]

[Property Address/Suite Number]

Subject: Announcement of New Commercial Property Management Team

Dear Valued Tenant,

We are writing to formally announce that, effective [Date], the management of [Property Name/Address] will be handled by our new commercial property management team: [Management Company Name].

Our new team brings extensive experience in commercial real estate and is committed to maintaining the highest standards for your business environment. While our commitment to providing a professional workspace remains unchanged, there will be a few updates regarding your points of contact and administrative procedures.

New Contact Information:

- **Property Manager:** [Name]
- **Office Phone:** [Phone Number]
- **Email Address:** [Email Address]
- **Maintenance Requests:** [Instructions or Portal Link]

Rent Payments:

Effective [Date], please direct all future rent payments to: [Payment Instructions/Address/Online Portal]. If you have set up automatic recurring payments, please ensure you update the recipient information to reflect these changes by the next billing cycle.

Emergency Procedures:

For after-hours maintenance emergencies, please continue to call [Emergency Phone Number].

We look forward to working with you and ensuring a smooth transition. If you have any questions regarding this change, please do not hesitate to reach out to the new management office.

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]