

Date: [Insert Date]

To: All Tenants of [Property Name]

Subject: Notice of New Commercial Property Management Team

Dear Tenant,

Please be advised that effective [Date of Transition], the management of **[Property Name]** will be transitioned to **[New Management Company Name]**. Our team is committed to ensuring a smooth transition and maintaining the highest standards for your business environment.

Primary Contact Information:

Your new Property Manager is [Name of Manager]. For all inquiries, maintenance requests, or emergencies, please use the following contact details:

- **Office Phone:** [Phone Number]
- **Email Address:** [Email Address]
- **Emergency/After-Hours Line:** [Phone Number]
- **Office Address:** [Physical Address]

Rent Payments:

Starting [Date], all rent payments should be made payable to **[New Entity Name]**. If you currently pay via electronic transfer or an online portal, please [Instruction: e.g., look for an invitation email to our new portal / update your banking records to the attached account details].

Maintenance Requests:

Existing maintenance requests have been logged and transferred to our system. For new requests, please [Instruction: e.g., submit via the online portal / call our main office].

We look forward to working with you and supporting your business operations. A representative from our team will be visiting the property in the coming weeks to introduce themselves in person.

Sincerely,

[Your Name/Signature]

[Your Title]

[New Management Company Name]