

Date: [Insert Date]

To: [Stakeholder Name/Company Name]

Subject: Announcement of New Commercial Property Management Team

Dear [Stakeholder Name],

We are writing to officially announce that, effective [Start Date], [New Management Company Name] has been appointed as the new property management team for [Property Name/Address].

After a thorough selection process, we have chosen [New Management Company Name] based on their extensive experience in commercial real estate and their commitment to providing high-quality service. Their team will oversee all day-to-day operations, maintenance, and financial management for the property.

The primary points of contact within the new management team are:

- **Property Manager:** [Name] - [Email Address] - [Phone Number]
- **Operations/Maintenance:** [Name] - [Email Address] - [Phone Number]
- **Accounting/Billing:** [Name] - [Email Address] - [Phone Number]

Our goal during this transition is to ensure continuity of service with minimal disruption to your operations. All existing contracts and lease agreements remain in effect. Please direct any future maintenance requests or administrative inquiries to the new team using the contact information provided above.

We are confident that this new partnership will enhance the value and efficiency of [Property Name]. We thank you for your continued support and cooperation during this transition.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]