

Date: [Insert Date]

To: All Tenants of [Insert Property Name]

Subject: Notice of New Property Management Team

Dear Tenant,

We are pleased to introduce [Insert New Management Company Name] as the new property management team for [Insert Property Name], effective [Insert Effective Date].

Our goal is to ensure a smooth transition while maintaining the highest standards for your business environment. Please take note of the following important information regarding your tenancy:

1. Management Contact Information

Our office is located at [Insert Address]. You can reach us during business hours at:

Phone: [Insert Phone Number]

Email: [Insert Email Address]

2. Rent Payments

Effective [Insert Date], all rent payments should be made payable to [Insert Entity Name].

Payments can be submitted via:

[Insert Payment Instructions, e.g., Online Portal Link or Mailing Address]

3. Maintenance Requests

For all non-emergency maintenance requests, please use [Insert Method, e.g., Online Portal or Email]. For after-hours emergencies, please contact our 24/7 emergency line at [Insert Emergency Phone Number].

4. Tenant Information Update

To ensure our records are accurate, please provide us with your updated emergency contact information and any current certificate of insurance (COI) by [Insert Date].

We look forward to working with you and supporting the success of your business. A member of our team will be visiting the property soon to introduce themselves in person.

Sincerely,

[Insert Name/Signature]

[Insert Title]

[Insert Management Company Name]