

[Date]

[Vendor Company Name]

[Vendor Address]

[City, State, Zip Code]

Subject: Introduction of New Property Management Team for [Property Name/Portfolio]

Dear [Contact Name or Vendor Team],

We are writing to formally introduce [New Management Company Name] as the new commercial property management team for [Property Name/Address], effective [Effective Date].

As we transition into this role, our priority is to ensure continuity of service and maintain the high standards of this property. We value the existing relationship you have with this site and look forward to a productive partnership.

Please take note of the following administrative updates:

- **Primary Point of Contact:** [Name of Property Manager]
- **Email Address:** [Email Address]
- **Phone Number:** [Phone Number]
- **Invoicing Instructions:** Please send all future invoices to [Billing Email/Address] starting [Date].

We request that you provide us with a current certificate of insurance (COI) naming [Owner Entity] and [Management Company Name] as additionally insured at your earliest convenience.

If you have any outstanding work orders or pending projects, please reach out to us so we can review the status and ensure a smooth handover. We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Management Company Name]