

[Date]

[Contractor Name]

[Company Name]

[Contractor Address]

[City, State, Zip Code]

Subject: Notification of Change in Property Ownership

Dear [Contractor Name],

I am writing to formally introduce myself as the new owner of the property located at **[Property Address]**, effective as of **[Date of Sale]**.

I am aware that you are currently providing [Type of Service, e.g., Landscaping, Maintenance, Cleaning] services at this location. I would like to continue our professional relationship under the existing terms and schedule previously established with the former owner.

Please update your records with my contact and billing information:

Owner Name: [Your Name or Company Name]

Phone Number: [Your Phone Number]

Email Address: [Your Email Address]

Billing Address: [Address where invoices should be sent]

Moving forward, please send all invoices and service reports to the email address listed above. If there are any outstanding contracts, pending work orders, or necessary updates to your service agreement, please let me know at your earliest convenience.

I look forward to working with you to ensure the continued upkeep of the property. Please contact me if you have any questions regarding this transition.

Sincerely,

[Your Signature]

[Your Printed Name]