

[Date]

[Tenant Name or Property Management Company]

[Property Address]

[City, State, Zip Code]

RE: Notice of Change of Ownership for [Property Name/Address]

Dear [Tenant Name/Recipient],

This letter is to formally notify you that the commercial property located at [Property Address] has been sold and the ownership has been transferred from [Former Owner Name] to [New Owner Name], effective as of [Effective Date].

Please be advised of the following changes regarding your tenancy and lease agreement:

- **New Owner/Landlord:** [New Owner Name/Entity]
- **New Payment Address:** [Address where rent checks should be sent]
- **Effective Date for Payments:** All rent payments due after [Date] should be made payable to [New Payee Name].
- **Security Deposit:** Your security deposit in the amount of \$[Amount] has been transferred to the new owner and will continue to be held in accordance with the terms of your lease and local laws.

For all future maintenance requests, leasing inquiries, or property-related concerns, please contact the new management team at:

[Contact Name/Company]

[Phone Number]

[Email Address]

All other terms and conditions of your existing lease agreement remain in full force and effect.

Thank you for your cooperation during this transition.

Sincerely,

[Signature of Former Owner/Representative]

[Printed Name of Former Owner]

[Date]

[Signature of New Owner/Representative]

[Printed Name of New Owner]

[Date]