

**Date:** [Insert Date]

**To:** [Tenant Name]  
[Property Address]  
[Unit Number]

**Subject: Notice of Change of Property Ownership**

Dear [Tenant Name],

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

Please note the following changes regarding your tenancy:

- **New Owner/Landlord:** [New Owner Name]
- **New Management Company (if applicable):** [Company Name]
- **Contact Person:** [Contact Name]
- **Phone Number:** [Phone Number]
- **Email Address:** [Email Address]

**Rent Payments:**

Starting from [Date], all future rent payments should be made payable to [New Payee Name]. Payments should be sent to the following address: [New Payment Address] or via [New Online Payment Method].

**Security Deposit:**

Your security deposit in the amount of [Deposit Amount] has been transferred to the new owner and will continue to be held in accordance with your lease agreement and local laws.

**Maintenance Requests:**

Please direct all future maintenance requests and property inquiries to [Contact Name] at [Phone/Email].

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

Sincerely,

[Your Signature]

[Your Printed Name]

[Title: e.g., Previous Owner / New Owner / Property Manager]