

Date: [Insert Date]

To: [Recipient Name/Tenant Name/Utility Provider]

Property Address: [Insert Full Property Address]

Subject: Notice of Transfer of Property Ownership

Dear [Recipient Name],

This letter serves as formal notification that the ownership of the property located at **[Insert Property Address]** has been transferred from **[Seller/Previous Owner Name]** to **[Buyer/New Owner Name]**, effective as of **[Date of Transfer]**.

Details of the New Owner:

- **New Owner Name:** [Insert Name]
- **Mailing Address:** [Insert Address]
- **Phone Number:** [Insert Phone Number]
- **Email Address:** [Insert Email Address]

Instructions for Tenants (if applicable):

Effective immediately, all future rent payments should be directed to [New Owner Name/Property Management Company]. Please update your records to ensure payments are sent to the following account/address:

[Insert Payment Instructions/Bank Details]

All existing lease agreements remain in full force and effect under the new ownership. Your security deposit of [Amount] has been transferred to the new owner.

Should you have any questions regarding this transfer, please contact [Name] at [Phone/Email].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title - e.g., Previous Owner / New Owner / Agent]