

Date: [Date]

To: [Tenant Name/All Residents]

Property Address: [Property Address]

Subject: Notice of Change in Property Management

Dear Tenant,

This letter is to formally notify you that the management of [Property Name/Address] is transitioning from [Old Management Company Name] to [New Management Company Name], effective [Transition Date].

Starting from [Transition Date], all matters regarding your lease, maintenance requests, and rent payments will be handled by the new management team.

**Rent Payments:**

Please discontinue payments to the previous management. Starting [Month/Date], rent should be paid to [New Management Company Name] via the following method:  
[Payment Method/Online Portal Link/Mailing Address]

**Maintenance Requests:**

For all future maintenance issues or emergencies, please contact:  
Phone: [Phone Number]  
Email: [Email Address]  
Portal: [Website URL]

**Lease Agreements and Deposits:**

Your existing lease agreement remains valid and all terms continue to apply. Your security deposit has been transferred to the new management and remains protected under the law.

We will be conducting a brief introduction or inspection on [Date/Time] to update our records. If you have any immediate questions, please contact us at [New Management Phone Number].

Thank you for your cooperation during this transition.

Sincerely,

[Your Name/Authorized Representative]  
[New Management Company Name]