

Date: [Date]

To All Residents of [Property Name],

We are pleased to announce that, effective [Date], [Property Management Company Name] has been appointed as the new property management for [Property Name].

Our goal is to ensure a smooth transition and to provide high-quality service to all residents. Please take note of the following important information:

**Rent Payments:** Starting [Date], please make all rent payments to [New Payment Instructions/Online Portal Link]. If you pay by check, please make them payable to [Entity Name].

**Maintenance Requests:** For all non-emergency maintenance requests, please contact us at [Phone Number] or submit a request via [Website/Email]. For after-hours emergencies, please call [Emergency Phone Number].

**Contact Information:**

Office Address: [Office Address]

Phone: [Phone Number]

Email: [Email Address]

Office Hours: [Hours of Operation]

We will be reaching out soon to introduce ourselves in person and to update our records. We look forward to working with you and maintaining a great living environment.

Sincerely,

[Your Name/Signature]

[Your Title]

[Property Management Company Name]