

[Your Name]
[Your Current Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Tenant Name]
[Property Address]
[City, State, Zip Code]

Re: Notice of Property Management Change / Contact Information

Dear [Tenant Name],

I am writing to formally notify you that I will be managing the property located at [Property Address] from out-of-state effective [Date].

While I will no longer be physically located in the immediate area, I remain committed to providing you with quality housing and prompt service. Please note the following updates regarding your tenancy:

1. Rent Payments:

Starting [Date], please send all rent payments via [Online Portal Name / Direct Deposit / Mail to New Address].

2. Maintenance and Repairs:

For all routine maintenance requests, please contact me via [Email/Phone/App]. For local urgent repairs that require immediate physical attention, I have contracted the following local vendor/representative:

Name: [Contact Name]

Phone: [Phone Number]

3. Emergency Situations:

In the event of a life-threatening emergency, please dial 911. For property-related emergencies (such as a burst pipe), please contact [Name] at [Phone Number] immediately.

4. Correspondence:

All formal notices and written correspondence should be sent to my address listed at the top of this letter.

Thank you for your cooperation during this transition. Please acknowledge receipt of this letter by replying to [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]