

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Important Update Regarding [Farm Name]

Dear [Recipient Name/Boarder/Neighbor],

We are writing to formally notify you that [Farm Name], located at [Farm Address], has officially been sold. The closing of the sale took place on [Date].

We want to express our sincere gratitude for your [support/business/friendship] over the years. It has been a privilege to be part of this equestrian community and to care for such a beautiful property.

Information Regarding the Transition:

- **New Ownership:** The new owners are [New Owner Name/Company].
- **Effective Date:** They will take over full operations on [Date].
- **Management Changes:** [Details regarding if the barn manager or trainers are staying or leaving].
- **Contact Information:** For future inquiries regarding boarding, training, or property matters, please contact [New Contact Name] at [Phone Number/Email].

Regarding current [boarding agreements/leases/service contracts], [explain if they will be honored, transitioned to new contracts, or terminated].

Thank you for making our time at [Farm Name] so memorable. We wish you and your horses the very best in the future.

Sincerely,

[Your Name/Signature]
[Your Title/Previous Owner]
[Your Phone Number]