

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

RE: Notice of Change in Property Management

Dear [Tenant Name],

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

Please take note of the following changes regarding your tenancy:

- **Rent Payments:** Starting [Date], all rent payments should be made payable to [New Management Company Name]. You can pay via [Online Portal Link, Mail, or Office Address].
- **Maintenance Requests:** All new maintenance requests should now be submitted through [New Portal/Phone Number/Email].
- **Emergencies:** For after-hours property emergencies, please call [Emergency Phone Number].
- **Lease Terms:** All existing terms and conditions of your current lease agreement remain in full force and effect. Your security deposit has been transferred to the new management.

The contact information for your new management team is as follows:

[New Management Company Name]

[Address]

[Phone Number]

[Email Address]

[Website]

We aim to make this transition as smooth as possible. If you have any questions regarding this change, please contact us at [Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Name/Signature]

[Title]

[Company Name]