

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**Subject: Notice of Change of Ownership**

Dear [Recipient Name],

This letter is to formally notify you that the ownership of [Company/Property Name], located at [Address], has been transferred from [Old Owner Name] to [New Owner Name], effective as of [Date of Transfer].

Please note the following changes regarding your account and future interactions:

- **New Owner Name:** [New Owner Name/Entity]
- **New Management (if applicable):** [Management Company Name]
- **New Contact Information:** [Phone Number and Email Address]
- **Payment Instructions:** All future payments starting from [Date] should be made payable to [New Payee Name] and sent to [Payment Address].

Existing contracts, leases, and agreements remain in full force and effect under the new ownership. We are committed to ensuring a smooth transition and look forward to continuing our relationship with you.

If you have any questions regarding this change, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Role]