

[Date]

[Tenant Name]
[Property Address]
[Unit Number]

Subject: Notice of Change of Ownership and Management

Dear [Tenant Name],

This letter is to formally notify you that the property located at [Property Address] has been sold. Effective as of [Date], the new owner of the property is [New Owner Name].

Please note the following changes regarding your tenancy:

- **Rent Payments:** Starting from [Date], all rent payments should be made payable to [New Payee Name].
- **Payment Method:** Payments can be made via [Payment Method, e.g., Online Portal, Check, etc.]. If mailing a check, please use the following address: [New Mailing Address].
- **Maintenance Requests:** For all future maintenance requests or emergencies, please contact [Name of Management Company/Contact Person] at [Phone Number] or [Email Address].
- **Security Deposit:** Your security deposit in the amount of \$[Amount] has been transferred to the new owner and will continue to be held in accordance with your lease agreement and local laws.

All other terms and conditions of your existing lease agreement remain in full force and effect. We look forward to providing you with continued quality service.

If you have any questions regarding this transition, please do not hesitate to contact us at [Contact Phone Number].

Sincerely,

[Your Name/Signature]
[New Ownership/Management Company Name]