

[Date]

[Tenant Name]

[Tenant Business Name]

[Property Address/Suite Number]

[City, State, Zip Code]

## **RE: NOTICE OF CHANGE IN PROPERTY MANAGEMENT**

Dear Tenant,

Please be advised that effective [Effective Date], the management of [Property Name/Address] will be transferred from [Old Management Company] to [New Management Company].

Starting on the effective date, all rent payments, maintenance requests, and property-related inquiries should be directed to the new management office at the contact information provided below:

**New Management Company:** [Company Name]

**Primary Contact:** [Contact Name/Property Manager]

**Address:** [Mailing Address]

**Phone Number:** [Phone Number]

**Email Address:** [Email Address]

**Emergency/After-Hours Contact:** [Phone Number]

### **Rent Payments:**

Please update your records to ensure that all checks are made payable to [Entity Name] and sent to the address listed above. If you utilize online bill pay or ACH transfers, please update the banking information as follows: [Insert Banking Details if applicable, or state that instructions will follow].

### **Maintenance and Inquiries:**

All current pending maintenance requests have been logged and transferred to the new team. Future requests should be submitted via [Online Portal/Phone/Email].

Your existing lease agreement remains in full force and effect. All security deposits have been transferred to the new management and remain protected under the terms of your lease.

We appreciate your cooperation during this transition. [New Management Company] looks forward to working with you to maintain a professional and productive environment for your business.

Sincerely,

[Authorized Signature]

[Printed Name]

[Title: Property Owner or Representative]