

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

**Subject: Notice of New Property Management**

Dear [Tenant Name],

This letter is to formally notify you that, effective [Date], the management of the property located at [Property Address] has been transferred to [New Property Management Company Name].

From this date forward, [New Property Management Company Name] will be responsible for all matters related to your lease, including rent collection, maintenance requests, and general inquiries.

**Rent Payments:**

Starting [Date], please make all rent payments to [New Management Name]. You can pay via the following methods:

[Insert Payment Instructions, e.g., Online Portal Link, Mailing Address, or Office Drop-off]

**Maintenance Requests:**

For all non-emergency maintenance requests, please use the following contact method:

[Insert Phone Number or Maintenance Portal Link]

**Emergency Contact:**

In the event of an after-hours emergency, please contact: [Insert Emergency Phone Number]

Your current lease agreement and security deposit remain valid and have been transferred to our records. There are no changes to the terms of your lease at this time.

We look forward to working with you. If you have any questions regarding this transition, please feel free to reach out to us at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Authorized Representative]

[New Property Management Company Name]