

[Date]

[Tenant/Client Name]

[Address Line 1]

[Address Line 2]

RE: Notice of Acquisition and Management Change for [Property Name/Account Number]

Dear [Tenant/Client Name],

We are writing to formally notify you that as of [Effective Date], [Property/Business Name] has been acquired by [New Owner Name]. Along with this change in ownership, the management of the property will now be handled by [New Management Company Name].

What this means for you:

- **Payments:** Effective immediately, all future payments should be made payable to [New Entity Name]. Please update your records and electronic payment settings accordingly.
- **Maintenance and Inquiries:** All requests should now be directed to [New Management Company] via [Phone Number] or [Email Address].
- **Office Location:** The new management office is located at [New Office Address].
- **Contracts/Leases:** All existing terms and conditions of your current agreement remain in full force and effect.

Our goal is to ensure a smooth transition. If you have any questions regarding this change, please contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Name/Signature]

[Title]

[New Management Company Name]