

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

**RE: Notice of Change in Property Management**

Dear [Tenant Name],

This letter is to formally notify you that the management of your rental property has been transferred from **[Old Management Company Name]** to **[New Management Company Name]**, effective **[Effective Date]**.

Starting on the date mentioned above, all inquiries, maintenance requests, and correspondence should be directed to the new management team. Please note the following changes to your account:

- **Rent Payments:** All future rent payments starting from [Month/Year] should be made payable to [New Management Entity]. Payments can be made via [Online Portal Link / Mailing Address].
- **Maintenance Requests:** Please submit all repair requests through [New Portal/Phone Number/Email].
- **Emergency Contact:** In case of an after-hours emergency, please call [Emergency Phone Number].

Your existing lease agreement and security deposit remain valid and have been transferred to the new management. No action is required from you regarding your current lease terms.

We are committed to providing you with excellent service. If you have any questions regarding this transition, please contact us at [New Management Phone Number] or [New Management Email].

Thank you for your cooperation.

Sincerely,

[Name/Signature]

[Title]

[New Management Company Name]