Date: [Date]

To: [Tenant Name]
Property Address: [Property Address]

Dear [Tenant Name],

This letter is to formally notify you that there has been a change in the property management for your rental unit, effective [Effective Date].

Starting on this date, [New Management Company Name] will be responsible for all management duties, including rent collection, maintenance requests, and inquiries regarding your lease agreement.

New Management Contact Information:

- Contact Name: [Contact Person Name]
- Phone Number: [Phone Number]
- Email Address: [Email Address]
- Office Address: [Mailing Address]

Rent Payments:
Please update your records accordingly. All rent payments due after [Date] should be made payable to [New Entity Name] and sent to the address listed above or via the following portal: [Website/Link if applicable].

Maintenance Requests:
For all future maintenance issues or emergencies, please contact [New Management Company Name] at [Phone Number] or through [Preferred Method].

Your existing lease agreement remains in full effect, and your security deposit has been transferred to the new management account.

Thank you for your cooperation during this transition.

Sincerely,

[Landlord Name]
[Phone Number]