[Date]

[Tenant Name]
[Property Address]
[Unit Number]

Re: Notice of New Property Management

Dear [Tenant Name],

We are writing to inform you that, effective [Date], [Company Name] has been appointed as the new property management company for [Property Name/Address].

Our goal is to ensure a smooth transition and provide you with excellent service. Please note the following important information regarding your tenancy:

Rent Payments:
Starting [Date], all rent payments should be made payable to [Company Name]. You can pay your rent via the following methods: [List methods, e.g., Online Portal, Mail, In-person].

Maintenance Requests:
For all non-emergency maintenance requests, please use [Portal Link/Email/Phone Number]. For after-hours emergencies, please contact [Emergency Phone Number].

Contact Information:
Our office is located at [Office Address]. You can reach us during business hours at [Phone Number] or via email at [Email Address].

We look forward to working with you. If you have any immediate questions or concerns, please do not hesitate to reach out.

Sincerely,

[Your Name/Representative Name]
[Title]
[Company Name]