Date: [Date]

To: [Tenant Name(s)]
Property Address: [Full Property Address]

Subject: Notice of Change of Property Management

Dear Tenant(s),

This letter is to formally notify you that the management of the property listed above will be transitioning from **[Outgoing Property Management Company Name]** to **[Incoming Property Management Company Name]**.

The effective date of this transition is **[Transition Date]**.

What this means for you:

- **Rent Payments:** Starting from [Date], all rent payments should be made payable to [Incoming Management Name]. Please update your records and any automatic payment settings. Payment can be made via: [List Payment Methods, e.g., Online Portal Link, Mailing Address].
- **Maintenance Requests:** Effective [Date], please submit all new maintenance requests to [Incoming Management Name] by calling [Phone Number] or visiting [Website/Portal].
- **Security Deposits:** Your security deposit and any prepaid rent have been transferred to the new management and will continue to be held in accordance with your lease agreement and local laws.
- **Lease Agreement:** All terms and conditions of your current lease agreement remain in full force and effect.

We are working closely together to ensure a smooth transition. If you have any questions regarding this change, please contact [Incoming Management Name] at [Phone Number/Email].

Thank you for your cooperation.

Sincerely,

[Name of Outgoing Manager/Company]
[Signature/Title]

[Name of Incoming Manager/Company]
[Signature/Title]