[Current Date]

[Vendor Company Name]
[Vendor Address]
[City, State, Zip Code]

Subject: Notice of Change in Property Management

Dear [Contact Name or Accounts Receivable Department],

Please be advised that effective [Date of Change], the management of **[Property Name/Address]** has been transferred to **[New Management Company Name]**.

Action Required:

- **Invoicing:** Effective immediately, all future invoices for services rendered at this property should be addressed and sent to:
  [New Management Company Name]
  [Billing Address]
  [City, State, Zip Code]
  [Email for Electronic Invoices]
- **Account Updates:** Please update your records to reflect [New Management Company Name] as the primary point of contact for all service requests and account inquiries.
- **Payments:** All outstanding invoices for services provided prior to [Date of Change] should be settled according to your existing records, or sent to the new management office for processing.

New Contact Information:

Name: [New Property Manager Name]
Phone: [Phone Number]
Email: [Email Address]

If you have any questions regarding this transition or need to update service contracts, please contact the new management office directly.

Thank you for your continued service to the property.

Sincerely,

[Your Name/Signature]
[Your Title]
[Company Name]