[Date]

[Homeowner Name]
[Homeowner Address]
[City, State, Zip Code]

RE: Notice of Change in Homeowners Association Management

Dear Homeowner,

This letter is to formally notify you that the Board of Directors for [Homeowners Association Name] has appointed a new professional management company to oversee the operations of our community.

Effective **[Effective Date]**, **[New Management Company Name]** will assume all management responsibilities for the association.

What this means for you:

- **Assessment Payments:** Starting [Date], please direct all dues and assessments to the new company. New payment coupons or electronic billing instructions are enclosed with this letter.
- **Maintenance Requests:** All new work orders or property concerns should be submitted via [Phone Number], [Email Address], or the online portal at [Website URL].
- **Governing Documents:** All existing rules, regulations, and bylaws remain in effect.

The previous management company, [Old Management Company Name], will no longer accept payments or service requests after [Transition End Date].

We are confident that this change will improve the service and maintenance of our neighborhood. If you have any questions regarding this transition, please contact the new management office at [Phone Number].

Sincerely,

[Name/Signature]
Board of Directors
[Homeowners Association Name]