[Date]

[Tenant Name]
[Tenant Business Name]
[Property Address]
[Suite/Unit Number]

RE: Notice of Change in Property Management

Dear Tenant,

This letter is to formally advise you that effective [Transition Date], the management of [Property Name/Address] will be transferred from [Old Management Company] to [New Management Company].

Starting on the effective date, [New Management Company] will be responsible for all operations, maintenance, and lease administration for the property. Please take note of the following important changes:

1. Rent Payments
All rent payments and other charges due after [Date] should be made payable to [Payee Name]. Payments should be sent to the following address:
[New Payment Address]
[City, State, Zip Code]

2. Maintenance Requests
For all maintenance requests and property-related issues, please contact the new management office at:
Phone: [New Phone Number]
Email: [New Email Address]
Online Portal: [Portal URL, if applicable]

3. Emergency Contact
For after-hours property emergencies, please call: [Emergency Phone Number].

4. Security Deposits
Please be assured that your security deposit has been transferred to the new management and will continue to be held in accordance with the terms of your lease agreement.

A representative from [New Management Company] will be reaching out to you shortly to introduce themselves and answer any questions you may have. Your current lease agreement remains in full force and effect.

Thank you for your cooperation during this transition.

Sincerely,

[Your Name/Authorized Signatory]
[Title]
[Company Name]