Date: [Insert Date]

To: [Outgoing Property Manager/Company Name]

From: [Property Owner Name]

Property Address: [Insert Full Property Address]

Dear [Name of Outgoing Manager],

This letter serves as formal notification regarding the change in property management for the above-mentioned property. Effective [Date of Transfer], management responsibilities will be transferred to [New Management Company Name or "Self-Management"].

Please prepare the following items for handover by [Handover Date]:

- Current tenant lease agreements and renewal documents
- Tenant contact information (phone and email)
- All sets of keys, fobs, and remote controls
- Security deposit records and transfer of funds
- Move-in inspection reports and property photos
- Current accounting statements and rent payment history
- Contact details for active maintenance contractors
- Warranty documents and appliance manuals

Please direct all future correspondence and files to:

New Manager Name: [Insert Name]
Company: [Insert Company]
Phone: [Insert Phone Number]
Email: [Insert Email Address]

Thank you for your past services and for your cooperation in ensuring a smooth transition for the tenants.

Sincerely,

[Your Signature]
[Your Printed Name]