Date: [Date]

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

NOTICE OF LEASE ASSIGNMENT AND CHANGE IN MANAGEMENT

Dear [Tenant Name],

Please be advised that as of [Effective Date], the ownership and management of the property listed above has changed.

Lease Assignment:
Your current lease agreement dated [Original Lease Date] has been formally assigned from [Old Owner/Company Name] to [New Owner/Company Name]. All terms and conditions of your existing lease, including the expiration date and security deposit status, remain in full force and effect.

New Management Information:
Effective [Date], [New Management Company Name] will be responsible for the daily management of the property. Please direct all future correspondence, maintenance requests, and inquiries to:

- **Contact Name:** [Contact Person]
- **Phone:** [Phone Number]
- **Email:** [Email Address]
- **Office Address:** [Physical Address]

Rent Payments:
Starting [Date], all rent payments should be made payable to **[Entity Name]**. Payments can be submitted via the following method(s):

- [Online Portal Link/Instructions]
- [Mailing Address for Checks]

Maintenance Requests:
For all non-emergency maintenance, please use [Portal/Phone Number]. For after-hours emergencies, please call [Emergency Phone Number].

Thank you for your cooperation during this transition.

Sincerely,

[Signature of Former Owner/Manager]
[Printed Name of Former Owner/Manager]

[Signature of New Owner/Manager]
[Printed Name of New Owner/Manager]