NOTICE OF CHANGE OF LANDLORD CONTACT INFORMATION

Date: [Date]

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

Dear [Tenant Name],

This letter is to formally notify you that the contact information for your Landlord/Property Manager has changed. Please use the updated details provided below for all future correspondence, rent payments, and maintenance requests effective [Effective Date].

Updated Contact Information:

- **Landlord/Company Name:** [New Name/Entity]
- **Primary Contact Person:** [Name]
- **Mailing Address:** [New Street Address, City, State, Zip Code]
- **Phone Number:** [New Phone Number]
- **Email Address:** [New Email Address]

Rent Payment Instructions:

[Insert instructions here, e.g., "Please continue to pay via the online portal" or "Please mail checks to the new mailing address listed above."]

All other terms and conditions of your existing lease agreement remain in full force and effect. Please update your records accordingly.

If you have any questions regarding this change, please feel free to reach out using the new contact details provided.

Sincerely,

[Signature]
[Printed Name]
[Title/Position]