From: [Landlord Name/Company Name]
[Current Address Line 1]
[Current Address Line 2]
[Date]

To: [Tenant Name]
[Property Address]
[City, State, Zip Code]

Subject: Notice of Change of Landlord Contact Information

Dear [Tenant Name],

This letter is to formally notify you that the contact information for your Landlord/Property Manager has changed. Please update your records effective [Effective Date].

All future correspondence, notices, and inquiries should be directed to the following:

- **Landlord/Entity Name:** [New Name, if applicable]
- **Mailing Address:** [New Mailing Address]
- **Phone Number:** [New Phone Number]
- **Email Address:** [New Email Address]

Rent Payment Information:
[Select one: Rent should continue to be paid as previously instructed / Please see the attached instructions for the new payment method/address].

Please note that all other terms and conditions of your existing lease agreement remain in full force and effect.

If you have any questions regarding this change, please contact us at [Phone Number/Email].

Sincerely,

[Signature]
[Printed Name]
[Title/Company Name]