[Current Date]

[Tenant Name]
[Tenant Address]
[City, State, Zip Code]

Subject: Notice of Change in Property Management Contact Information

Dear [Tenant Name],

This letter is to inform you of a change in contact information for the management of your rental property located at [Rental Property Address].

Effective [Effective Date], please use the following contact details for all future inquiries, maintenance requests, and correspondence:

Management Company Name: [Name]
Primary Contact Person: [Name/Title]
Phone Number: [Phone Number]
Email Address: [Email Address]
Mailing Address: [Full Mailing Address]

Regarding rent payments: [Choose one: Payments should continue to be made as previously instructed / Please update your records to send payments to the new address listed above].

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

Sincerely,

[Your Name/Signature]
[Title]
[Property Management Company]