Date: [Insert Date]

To: [Tenant Name]
Property Address: [Insert Rental Property Address]

Subject: Notice of Change of Landlord Contact Information

Dear [Tenant Name],

This letter is to formally notify you of a change in my contact information. Please update your records immediately. Effective as of [Date of Change], all future correspondence should be directed to the following address and phone number:

New Mailing Address:
[Insert New Street Address]
[Insert City, State, Zip Code]

New Phone Number:
[Insert New Phone Number]

Please note that all other terms of your lease agreement remain in full effect. Rent payments should continue to be made as per your current agreement, unless the mailing address above is where you physically mail your checks.

If you have any questions regarding this change, please feel free to contact me at the new number provided above.

Sincerely,

[Landlord Signature]
[Landlord Printed Name]