URGENT: UPDATE TO LANDLORD CONTACT INFORMATION

Date: [Insert Date]

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

Dear [Tenant Name],

This letter is to formally notify you of an immediate change to the contact information for your Landlord/Property Manager. Please update your records effectively immediately to ensure all future communication and rent payments are directed correctly.

New Contact Information:

- **Landlord/Manager Name:** [Insert Name]
- **Primary Phone Number:** [Insert Phone Number]
- **Email Address:** [Insert Email Address]
- **Mailing/Notice Address:** [Insert Full Mailing Address]

Rent Payment Instructions:
[Insert any changes to payment methods, such as new online portal links or new mailing address for checks. If no change to payment method, state: "Rent payment methods remain the same."]

Emergency Contact:
In the event of an urgent maintenance emergency, please use the following number: [Insert Emergency Phone Number].

Please acknowledge receipt of this notification by replying to this email or signing below and returning a copy. If you have any questions regarding this change, please contact us at [Insert Phone Number].

Sincerely,

[Signature]
[Printed Name]
[Title, e.g., Landlord or Property Manager]

Tenant Acknowledgment:

I/We hereby acknowledge receipt of this notice regarding the change in landlord contact information.

Signature: _____ Date: _____