Date: [Insert Date]

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

Dear [Tenant Name],

We are writing to inform you that the ownership of the property located at [Insert Property Address] has been transferred from [Previous Owner Name] to [New Owner/Company Name], effective as of [Effective Date].

Please use the following contact information for all future communications, maintenance requests, and inquiries:

- **Landlord/Management Name:** [Insert Name]
- **Phone Number:** [Insert Phone Number]
- **Email Address:** [Insert Email Address]
- **Mailing Address:** [Insert Mailing Address]

Rent Payment Instructions:
Starting on [Date of First Payment to New Owner], please direct your rent payments to: [Insert Payment Instructions, e.g., Online Portal Link, Check Payable To, or Mailing Address].

Please note that all existing lease agreements and terms remain in effect. We look forward to a positive relationship.

Sincerely,

[Your Signature]
[Your Printed Name]
[Company Name, if applicable]