Date: [Insert Date]

To: [Tenant Name(s)]
[Property Address]
[Unit Number, if applicable]

Subject: Notice of Change in Landlord/Management Contact Information

Dear [Tenant Name],

This letter is to formally notify you of a change regarding the contact information for your rental property. Please update your records effective [Effective Date].

Moving forward, please use the following information for all communications, maintenance requests, and notices:

New Contact Name/Company: [Insert Name]
New Mailing Address: [Insert Address, City, State, Zip]
New Phone Number: [Insert Phone Number]
New Email Address: [Insert Email Address]

Regarding rent payments: [Select one option below]

- Rent payments should continue to be made as previously instructed.
- Rent payments should now be sent to the new mailing address listed above.
- Rent payments should now be made via [Insert New Payment Method/Portal].

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 the new number or email address provided above.

Thank you for your cooperation.

Sincerely,

[Landlord/Manager Signature]
[Landlord/Manager Printed Name]