[Date]

[Tenant Name]
[Tenant Business Name]
[Property Address/Suite Number]
[City, State, Zip Code]

RE: NOTICE OF CHANGE OF CONTACT INFORMATION / MANAGEMENT

Dear Tenant,

This letter is to formally notify you of a change in the contact information regarding your lease at [Property Name/Address].

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

Landlord/Management Name: [Name]
Primary Contact Person: [Name/Title]
Mailing Address: [New Address]
Phone Number: [New Phone Number]
Email Address: [New Email Address]

Rent Payments:
Please note that rent payments should now be directed to:
[Specify: New Online Portal Link, New Mailing Address, or "No Change"]

Emergency Contact:
In the event of an after-hours emergency, please contact [Name] at [Phone Number].

All other terms and conditions of your existing lease agreement remain in full force and effect. We appreciate your cooperation during this transition.

Sincerely,

[Signature]
[Printed Name]
[Title/Company Name]