Date: [Date]

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

Dear [Tenant Name],

This letter is to formally notify you of a change in the management and contact information regarding your rental property. This transition will be effective as of [Effective Date].

Please note that all future inquiries, maintenance requests, and formal notices should be directed to the following individual/entity:

New Contact Person/Company: [Name]
Phone Number: [Phone Number]
Email Address: [Email Address]
Mailing Address: [Full Mailing Address]

Rent Payments:
Starting [Date of First New Payment], rent payments should be made to [Payee Name]. The payment method will be [Check/Online Portal/Bank Transfer]. [Include specific instructions or portal links if applicable].

Emergency Maintenance:
For after-hours emergencies, please contact [Emergency Phone Number].

All other terms and conditions of your existing lease agreement remain in full force and effect. Your security deposit remains held in accordance with local laws and your lease agreement.

Thank you for your cooperation during this transition.

Sincerely,

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