Date: [Insert Date]

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

Subject: NOTICE OF CHANGE OF LANDLORD CONTACT INFORMATION

Dear [Tenant Name],

This letter is to formally notify you of a change in the contact information for your landlord/property manager, effective as of [Effective Date].

Please update your records to reflect the following information for all future correspondence, notices, and inquiries:

New Mailing Address:
[New Name/Company Name]
[New Street Address]
[New City, State, Zip Code]

New Email Address:
[New Email Address]

Please ensure that any future rent payments sent via mail are directed to the new mailing address listed above, unless you have been instructed to use a different payment portal.

If you have any questions regarding this change, please contact us at [Phone Number] or via the new email address provided.

Thank you for your cooperation.

Sincerely,

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