Date: [Date]

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

Dear [Tenant Name],

This letter is to formally notify you that the contact information for your Landlord/Property Manager has changed. Please update your records effective [Effective Date].

All future correspondence, maintenance requests, and inquiries should be directed to the following updated contact details:

- **Landlord/Manager Name:** [Name]
- **New Mailing Address:** [Street Address, City, State, Zip Code]
- **New Phone Number:** [Phone Number]
- **New Email Address:** [Email Address]

Please note that all other terms and conditions of your existing lease agreement remain in full force and effect. Your method of rent payment [remains the same / has changed to the following: Insert Details].

If you have any questions regarding this update, please feel free to reach out using the new contact information provided above.

Sincerely,

[Signature]
[Printed Name]
[Title/Role]