

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

RE: Notice of Sale of Property

Dear [Tenant Name],

This letter is to formally notify you that the property located at [Property Address], which you currently occupy, has been sold. The transfer of ownership will be effective as of [Closing Date].

As of the effective date, your new landlord will be [New Owner Name]. Please note the following changes regarding your tenancy:

- **Rent Payments:** Starting from [Date], all rent payments should be made to [New Owner/Management Name]. Payments can be sent to: [New Payment Address/Instructions].
- **Security Deposit:** Your security deposit in the amount of \$[Amount] has been transferred to the new owner. They will be responsible for the return of this deposit in accordance with your lease agreement and local laws.
- **Maintenance Requests:** For any maintenance issues or inquiries after [Closing Date], please contact [New Contact Name] at [New Phone Number] or [New Email].

All other terms and conditions of your existing lease agreement remain in full force and effect until the expiration of your current lease term.

Thank you for your cooperation during this transition. If you have any questions before the transfer date, please contact me at [Your Phone Number].

Sincerely,

[Your Name/Company Name]

[Your Title]