

[Date]

[Tenant Name]

[Tenant Business Name]

[Property Address/Suite Number]

[City, State, Zip Code]

RE: NOTICE OF CHANGE OF OWNERSHIP

Dear [Tenant Name],

Please be advised that the property located at [Property Address] has been sold by [Former Owner/Company Name] to [New Owner/Company Name]. This change of ownership is effective as of [Closing Date].

Please note the following information regarding your lease and future payments:

- **Lease Agreement:** Your current lease agreement remains in full force and effect. All terms, conditions, and expiration dates remain unchanged.
- **Rent Payments:** Starting from [Date], all future rent payments and other charges should be made payable to [New Payee Name].
- **Payment Address:** Please mail or deliver payments to the following address: [New Payment Address].
- **Security Deposit:** Your security deposit in the amount of \$[Amount] has been transferred to the new owner and will continue to be held in accordance with your lease and local laws.
- **Management/Maintenance:** For all future maintenance requests or management inquiries, please contact [New Manager Name] at [Phone Number] or [Email Address].

The new owner looks forward to a continued professional relationship with your business. If you have any questions regarding this transition, please do not hesitate to contact us.

Sincerely,

[Signature of Former Owner/Manager]

[Printed Name of Former Owner/Manager]

[Signature of New Owner/Manager]

[Printed Name of New Owner/Manager]