

**Date:** [Date]

**To:** [Tenant Name/Recipient Name]

**Property Address:** [Full Address of the Property]

**Subject: Notice of Change in Property Ownership**

Dear [Recipient Name],

This letter is to formally notify you that the ownership of the property located at **[Property Address]** has been transferred from **[Old Owner Name]** to **[New Owner Name]**, effective as of **[Date of Transfer]**.

Please note the following changes regarding your residency/lease:

- **New Owner/Landlord:** [New Owner Name]
- **Management Company (if applicable):** [Company Name]
- **Contact Information:** [Phone Number and Email Address]
- **Rent Payments:** Effective [Date], all future rent payments should be made payable to [Entity Name] and sent to the following address: [Payment Address].

All existing terms and conditions of your current lease agreement remain in full force and effect. Your security deposit has been transferred to the new owner and will continue to be held in accordance with local laws and your lease terms.

If you have any pending maintenance requests or questions regarding this transition, please contact [Name] at [Phone Number].

Thank you for your cooperation during this transition.

Sincerely,

[Signature of New Owner/Representative]

[Printed Name of New Owner/Representative]

[Contact Information]