

[Date]

[Tenant/Client Name]

[Address Line 1]

[Address Line 2]

Subject: Notification of Property Portfolio Reassignment and New Agent Introduction

Dear [Tenant/Client Name],

We are writing to inform you of a change regarding the management of your property portfolio. Effective [Date], your account is being reassigned to a new dedicated Property Agent.

This internal restructuring is designed to ensure you continue to receive the highest level of personalized service and professional expertise.

We are pleased to introduce [**New Agent Name**] as your new primary point of contact. [New Agent Name] has extensive experience in property management and is looking forward to working with you.

New Agent Contact Details:

- Direct Phone: [Phone Number]
- Email Address: [Email Address]
- Office Hours: [Hours of Operation]

Please note that all existing lease agreements, terms, and payment procedures remain unchanged. Your new agent has been fully briefed on your file to ensure a seamless transition.

If you have any pending requests or urgent matters, please feel free to reach out to [New Agent Name] directly. They will also be contacting you shortly to introduce themselves personally.

Thank you for your continued trust in our services.

Sincerely,

[Your Name/Manager Name]

[Company Name]

[Company Phone Number]