

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address Line 1]

[Address Line 2]

RE: Notice of Dedicated Service Transition and Real Estate Portfolio Management

Dear [Recipient Name],

This letter serves as formal notification regarding the transition of services and management responsibilities for the real estate portfolio associated with [Property Name/Portfolio Name or ID].

Effective [Transition Date], [Current Service Provider/Department] will officially transition all operational, administrative, and strategic management duties to [New Service Provider/Department/Lead Individual]. This transition is designed to ensure dedicated oversight and enhance the long-term value of the portfolio.

Transition Details:

- **Scope of Services:** [List key services, e.g., Lease Administration, Facilities Management, Asset Valuation].
- **Primary Point of Contact:** [Name], [Title], [Email Address], [Phone Number].
- **Documentation Transfer:** All historical records, active contracts, and financial statements are currently being migrated to the new management system.

During this period, our primary objective is to maintain continuity of service without disruption to daily operations. All existing lease agreements and vendor contracts remain in full force and effect. Please direct all future correspondence, rent payments, and maintenance requests to the new contact information provided above starting on the effective date.

We appreciate your cooperation during this transition. If you have any questions regarding these changes, please contact [Department Name] at [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Organization]