

# Tenant Shift Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Landlord/Property Manager's Name]

[Property Management Company]

[Company Address]

[City, State, Zip Code]

Dear [Landlord/Property Manager's Name],

I am writing to formally notify you of my intent to shift my tenancy to your residential management as of [insert date]. This decision comes after careful consideration of my housing needs and preferences.

During my time at [current address], I have appreciated the support and services you provide, and I believe that transferring my tenancy to your management will greatly benefit my living experience.

Please let me know of any necessary steps I need to complete to facilitate this transition. I am looking forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]