Rental Application Update

Date: [Insert Date]

To: [Leaseholder's Name]

Address: [Leaseholder's Address]

Dear [Leaseholder's Name],

I hope this message finds you well. I am writing to formally request an update to the leaseholder information for the rental property located at [Property Address].

Current Leaseholder Information:

- Name: [Current Leaseholder's Name]
- Contact Number: [Current Leaseholder's Contact Number]

Updated Leaseholder Information:

- Name: [New Leaseholder's Name]
- Contact Number: [New Leaseholder's Contact Number]

Please let me know if you require any additional information or documentation to process this update. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]