

Notification of Change in Property Management Services

Date: [Insert Date]

Dear [Property Owner/Residents],

We hope this message finds you well. We are writing to inform you of an important change regarding the management of [Property Name/Address]. Effective [Effective Date], we will be transitioning our property management services to [New Management Company Name].

[New Management Company Name] has a proven track record of providing outstanding property management services, and we believe this change will greatly benefit you, our valued residents. They will take over all management responsibilities, including maintenance, leasing, and tenant relations.

During the transition, you can expect the same level of service and attention to your needs. Please direct all future communications and inquiries to [New Management Company Name] at the following contact information:

Phone: [New Management Company Phone Number]

Email: [New Management Company Email Address]

Address: [New Management Company Address]

We appreciate your understanding and cooperation during this transition period. Should you have any questions or require further clarification, please do not hesitate to reach out to us.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Current Property Management Company Name]

[Contact Information]