

Formal Notice of Property Sale Completion

Date: [Insert Date]

Dear [Tenant's Name],

We hope this message finds you well. We are writing to formally inform you that the sale of the property located at [Property Address] has been successfully completed as of [Completion Date].

Please note that the ownership of the property has now transferred to [New Owner's Name or Company]. The new owner is aware of your tenancy and will honor the terms of your existing lease agreement. All communications regarding the property should be directed to [New Owner's Contact Information].

We appreciate your cooperation and hope for a smooth transition. Should you have any questions, please do not hesitate to reach out.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Property Management Name]

[Your Contact Information]