

Dear Valued Tenant,

As you may be aware, the property has recently been sold, and we want to ensure a smooth transition during this period. Please find below important information and guidance for your continued residency.

1. New Property Management

The new owner has appointed a property management team that will be your point of contact. Their contact information is:

- Name: Jane Doe
- Email: jane.doe@newmanagement.com
- Phone: (555) 123-4567

2. Rental Payments

Moving forward, please direct your rental payments to the new management team. Payment instructions will be provided in a follow-up email.

3. Maintenance Requests

All maintenance requests should be submitted to the new management team via their website or the contact information listed above.

4. Lease Agreement

Your lease agreement remains unchanged. All terms and conditions will continue to apply under the new ownership.

5. Communication

We encourage open communication. Please do not hesitate to reach out with any questions or concerns during this transition.

Thank you for your understanding and cooperation.

Sincerely,

The Previous Property Management Team