

Property Management Contract Update

Date: [Insert Date]

To: [Property Owner's Name]

[Property Owner's Address]

Dear [Property Owner's Name],

We are writing to inform you of updates to your property management contract with us, effective [Insert Effective Date]. The changes are designed to enhance our services and ensure we continue to meet your property management needs.

Updated Terms:

- **Management Fees:** [Detail any changes to fees]
- **Maintenance Procedures:** [Detail any changes in procedures]
- **Communication Protocol:** [Detail any changes in communication]

Please review the updated terms carefully. If you have any questions or concerns, do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]