

# Notification of Tenant Change

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of an abrupt change concerning the tenant at [Property Address].

As of [Date], [Former Tenant's Name], who has been renting the property, has vacated the premises. This change was unexpected, and we are currently assessing the situation to ensure a smooth transition.

Please be assured that we are taking all necessary steps to find a new suitable tenant as soon as possible. We will keep you updated on our progress and any further developments regarding the property.

If you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]