

Property Ownership Transition Notification

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of an important change regarding the ownership of the property located at [Property Address]. As of [Effective Date], the ownership of the property has officially transitioned from [Previous Owner's Name] to [New Owner's Name].

All future communications regarding property management, maintenance, and any other concerns should be directed to the new owner. Their contact information is as follows:

Name: [New Owner's Name]

Phone: [New Owner's Phone Number]

Email: [New Owner's Email Address]

We appreciate your attention to this matter and look forward to a smooth transition. Should you have any questions, please feel free to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]