

Acknowledgment of Change in Property Management

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to formally acknowledge the change in property management for [Property Name/Address], effective as of [Effective Date]. The new property management company will be [New Management Company Name], and they can be reached at [New Management Company Contact Information].

Please ensure that all future communications regarding the property are directed to the new management team. They will be responsible for all management matters, including rent collection, maintenance requests, and tenant inquiries.

Thank you for your attention to this matter. We look forward to a smooth transition.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]