

# Confirmation of Property Management Change

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We would like to formally confirm the change in property management for the property located at [Property Address]. Effective [Effective Date], [New Property Management Company Name] will be responsible for managing all aspects of the property.

The new management company can be contacted at:

[New Property Management Company Name]

[New Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

We appreciate your cooperation during this transition period and look forward to providing you with exceptional service through our new management team.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]