

Notice of Property Management Transition

Date: [Insert Date]

Dear [Property Owners/Tenants],

We hope this message finds you well. We are writing to inform you about an important transition in the management of [Property Name/Address]. Effective [Start Date], [New Property Management Company Name] will be taking over the management of the property.

We want to assure you that this transition will be smooth and efficient. [New Property Management Company Name] is committed to maintaining the high standards of service you have come to expect. The new management team is experienced and dedicated to ensuring your satisfaction.

For any inquiries or assistance during this transition period, please feel free to reach out to us at:

- Email: [New Email Address]
- Phone: [New Phone Number]

We appreciate your understanding and cooperation during this transition. Thank you for being a valued part of our community.

Sincerely,

[Your Name]

[Your Position]

[Old Property Management Company Name]