

Notice of Change in Property Management Services

Date: [Insert Date]

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you that effective [Insert Effective Date], there will be a change in the management of [Property Name/Address]. Going forward, management services will be provided by [New Management Company Name].

[New Management Company Name] can be reached at:

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

All rental payments, maintenance requests, and communication regarding the property should be directed to [New Management Company Name] starting from the effective date mentioned above.

We appreciate your understanding and cooperation during this transition. Should you have any questions or concerns, please feel free to reach out to us or to [New Management Company Name].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]