

# Amendments to Leaseholder Identification

Date: [Insert Date]

To,

[Leaseholder's Name]

[Leaseholder's Address]

[City, State, Zip Code]

Dear [Leaseholder's Name],

Subject: Amendments to Leaseholder Identification

We hope this letter finds you well. This correspondence serves to formally notify you of the amendments to your leaseholder identification details as per our recent discussions.

The following changes will be made effective from [Insert Effective Date]:

- Current Leaseholder Name: [Current Name]
- New Leaseholder Name: [New Name]
- Current Leaseholder Address: [Current Address]
- New Leaseholder Address: [New Address]

If you have any questions or require further clarification regarding these amendments, please do not hesitate to reach out to us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Contact Information]