

Notification of Leaseholder Identification Change

Date: [Insert Date]

To: [Insert Leaseholder Name]

[Insert Leaseholder Address]

Dear [Leaseholder Name],

We are writing to officially notify you of a change in the identification details associated with your lease. This change is effective immediately and pertains to the following:

- **Old Identification Details:** [Insert Old Identification Details]
- **New Identification Details:** [Insert New Identification Details]

Please ensure that all future correspondence and documentation reflect these new details. Should you have any questions or require further assistance, do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]