

Introduction to Existing Tenants (New Management)

Subject: Important Notice - New Property Management Company

Dear Valued Tenant,

I am writing to inform you that effective [Date], [Property Management Company Name] will be taking over the management of your rental property at [Property Address]. This transition has been made by the property owner to ensure you receive enhanced service and support.

Please note that all terms and conditions of your existing lease agreement remain unchanged. Your rent amount, due date, and lease expiration date will stay exactly as they are currently outlined in your lease.

Moving forward, please direct all maintenance requests, rent payments, and general inquiries to our office. Your new contact information is as follows:

[Property Management Company Name]

Phone: [Phone Number]

Email: [Email Address]

Office Hours: [Hours]

Emergency Line: [Emergency Number]

Rent payments should now be made to [Payment Instructions]. Please update your records accordingly to avoid any delays or confusion.

We are committed to maintaining your home to the highest standards and providing you with responsive, professional service. If you have any questions about this transition or need assistance with anything, please do not hesitate to contact us.

Thank you for your cooperation during this transition. We look forward to serving you.

Sincerely,

[Your Name]

[Title]

[Property Management Company Name]

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