

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Subject: BNB Transfer for Tenants

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to officially transfer the BNB listing for [Property Address] to the new tenants, [New Tenants' Names], effective [Transfer Date].

Below are the details of the transfer:

- \*\*Current Tenants:\*\* [Current Tenants' Names]
- \*\*New Tenants:\*\* [New Tenants' Names]
- \*\*Transfer Date:\*\* [Transfer Date]
- \*\*Contact Information for New Tenants:\*\* [New Tenants' Email/Phone Number]

Please ensure that all necessary actions are taken to facilitate this transition smoothly. Should you need any further information or assistance from my side, feel free to reach out.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]