

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

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

Dear [Tenant's Name],

RE: Change of Landlord Notification

I hope this letter finds you well. I am writing to inform you that effective [Effective Date], [New Landlord's Name] will be taking over as the landlord for the property located at [Property Address].

Please direct all future correspondence, rent payments, and any maintenance requests to [New Landlord's Name] at [New Landlord's Address] or [New Landlord's Phone Number/Email Address].

Your lease agreement remains in effect, and all terms and conditions will continue to apply under the new management.

If you have any questions or concerns regarding this transition, please do not hesitate to reach out to me or [New Landlord's Name].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position if applicable]

[Your Contact Information]