

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

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

Dear [Tenant's Name],

Subject: Property Transfer Notice

I hope this letter finds you well. I am writing to formally notify you that the property located at [Property Address] will be transferred to a new owner on [Transfer Date].

As of this date, the new owner, [New Owner's Name], will be the primary point of contact for all matters related to your tenancy, including rent payments and maintenance requests.

Please ensure that your rent payments are directed to [New Owner's Name or New Owner's Address] starting from [Date].

If you have any questions or require further information, please feel free to reach out to me before the transfer.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Relationship to Property]