\_\_\_\_\_\_\_\_\_\_\_

Date

Tenant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_

City, State: \_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Tenant:

I am happy to write to you and introduce you to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, our new property manager. To learn more about them you can visit their website at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.com.

**RENT AND REPAIRS**

Moving forward, please address your rent checks to the new property management company and send them to the below address:

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For any maintenance requests or emergencies please contact, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the property site manager. You can reach them by phone at \_\_\_\_\_\_\_\_\_\_\_\_\_ or email at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**YOUR LEASE**

Your rent payment and due date have not changed. All other terms of your lease agreement are also the same.

If you have any questions, please feel free to contact me or your property site manager. Thanks for being a great tenant!

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Printed Name

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_