Date

To

[The Tenant Name]  
[Address]

Dear Ms. Emily,

This letter is being sent to you to inform you about the change of ownership of the house you are currently residing in. The effective date of this change is 1st August 20XX.

The new owner’s name is Mr. Josh Wilson, and his contact details are [X]. This change of ownership will not affect your current contract, which ends on 30th September, 20XX. The rental rate will remain the same till the contract end, and to avoid any legal issues, the old contract will remain intact. However, after 30th September 20XX, it is the new owner’s will, if he wants to roll the contract over or not. The new rental amount will be decided by yourself and him. In addition, from 1st August 20XX, I am not responsible for any maintenance or other issues. Kindly, contact Mr. Wilson, if there is any problem.

I had to sell this house for personal reasons. You have been a good tenant, and I hope this change of ownership will not affect your stay. Currently, Mr. Wilson is ready to roll the contract over. You can contact him and decide mutually about further arrangements.

Thank you.

Regards,

Marsha Johnathan.