Date:

Name of the tenant:  
Contact details of the tenant,

**Subject: Introduction of a new landlord [X]**

Dear Mr. ABC,

My name is Mr. XYZ and I am the new owner of the (mention property address possessed by the tenant). It is being informed to you that the change in ownership of the property has taken place on (mention the date). I am so glad to take over the new property and looking forward to meeting you soon. Please read the following points as a piece of advice from your new landlord.

1. I will issue a notification of the transition in the property ownership soon with details regarding the lease agreement, information regarding general matters, and much more. if you any queries, you can contact me on (give your phone number)
2. I have read the prior lease agreement and I would like to bring changes to the security deposits. The rent amount, as of now will remain the same. However, the mode of payment will be changed. You are required to pay the rent of the house by 10of every month.
3. You are requested to write a request letter for continued occupancy of the land. After that, a new agreement of tenancy will be signed. The date of signing the new agreement will be 1st Nov 2021. The details regarding the documents that will be required at the time of signing the agreement will be shared later.

If you have any queries in your mind regarding the above-mentioned points, feel free to contact me. I am also ready to meet you in person and discuss everything face to face. I am glad to be the new landlord of wonderful people like you

Regards,

Name of the new landlord