Date:

Name of the recipient  
Name of the sender  
Address of the sender

Dear Mr. ABC,

I am glad to announce that the management of the apartment (mention the details of the apartment) has been taken over by me. I would like to introduce myself to you as a new manager of the property. Please remember that your current lease and the rental agreement will remain effective. But, the rent amount, maintenance requests, and other queries should be sent to my address mentioned above.

If you have any questions regarding using the apartment in your possession or have any maintenance-related requests, please contact me on (mention your phone number).

We are looking forward to providing our best management-related services to you so that you can enjoy a safe and comfortable apartment without any problem. I am looking forward to your kind response.

Regards,

Name of the manager

Signatures