Date:

To:

From:

Name of the company,

**Subject: change of property management for [XYZ]**

Dear Mr. ABC,

I am writing this letter to inform you that the property management has been changed. This decision has been taken due to the end of the contract with the previous property management.

With this, I would like to assure you that the new contract will have no impact on the lease contract that you have signed with us. The new management is committed to providing excellent and high-quality services to all the property residents.

Please note that we have made some minor changes to the contract that we can share with you on your special request. However, these minor changes have no impact on any resident.

We have shared your email address and phone number with the new property management and they will contact you very soon

You are expected to show cooperation with them so that we can smoothly work with each other.

We look forward to your cooperation and support. Thank you so much for your attention to the matter

Regards,

Name of the sender