Date:

To:

From:

Subject: Sale of the property

Dear Mr. ABC,

I am writing this letter to let you know that the property that is being occupied by you right now has been sold.

I would like to let you know that the tenancy agreement will complete its course and there is no need to be worried about it. I have talked to the new owner and he has agreed to not interrupt or change the present tenancy agreement.

However, you can expect to see some changes in the management of the property.

I will share the account details of the new owner soon for rent payments in the future. Please note that your security deposits will be paid back to you at the end of the lease contract.

If there is anything you want to know, feel free to contact me.

Thank you so much for your cooperation and valued tenancy with me. I wish you all the best for the future.

Regards,

Name of the landlord