

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

D A T E

N A M E
C O M P A N Y
A D D R E S S L I N E
C I T Y , S T A T E Z I P C O D E

Re:
Parcel Number

Dear :

Our firm represents (hereinafter) and (hereinafter " "). As you may be aware, is now the owner of the above reference property by virtue of a deed issued on . Please make all necessary revisions to your records to reflect this change of ownership and provide my client with any pertinent information normally provided new property owners. Unless you are notified otherwise, all future correspondence should be sent to:

N A M E
C O M P A N Y
A D D R E S S L I N E
C I T Y , S T A T E Z I P C O D E

No one other than the personnel or designate representatives of are authorized to have access to the subject property and we respectfully request that any inquiries regarding the subject property be directed to at the address above. Presently, of of is 's authorized representative regarding the rental of the subject property.

Should you have any questions, please contact me at the number below or .

Sincerely,

by:

cc: