

From,

The Property Owner

Mr/Mrs.....

P.O. Box,

.....

RE: CHANGE OF MANAGEMENT

Dear (Tenant(s) _____, this is to advise you that I/we will be turning over the management of the Residential/Commercial property you are residing to: [LESA INTERNATIONAL AGENCIES] EMAIL: property@lesaagencies.co.ke, PHONE: 0796106612/0797597530, ADDRESS: [51095-00200, NAIROBI.] Please note that your tenancy agreement has not changed and the terms will continue to be upheld as usual.

However, note that all rent payments, repair/maintenance requests, and all further Landlord/Tenant correspondence will need to be made directly to [LESA INTERNATIONAL AGENCIES] beginning on (Date) ____/____/____.

If you have any questions regarding the change in management, please direct them to the above referenced Property Managers located at Ingonyera Plaza 3 floor building next to Tesia Junction Supermarket.

Yours Sincerely,

Property Owner

CC: Lesa International Agencies

***Note, All Payments to be done Via the designated account. For any Cash Payment, kindly ensure you obtain an Official Company Receipt as any other form will not be recognized.
All correspondence should be addressed to the Company and not individuals.***