

Date...../...../.....

Mr /Mrs.

Dear Sir/Madam,

RE: CHANGE OF PROPERTY MANAGEMENT

We would like to take the time to introduce us as the New Property Manager(s) of the Residential/Commercial property you are residing in. Please be advised that your current lease and payment terms will remain in effect. However, all payments (Rent or other statutory payments), maintenance requests, and all further Property Owner/Tenant correspondence will need to be made directly to the said institution (Lesa International Agencies) effective..... /...../..... Please refer to your lease/tenancy agreement regarding late rent payments and grace periods if any.

If you have questions or concerns regarding your property, rent, or have a maintenance request please contact the Agency via email: property@lesaagencies.co.ke or call via Phone no. 0796106612 / 0797597530 or visit the office at Ingonyera Plaza 3rd floor until otherwise communicated.

We look forward to providing you with exceptional management, including prompt maintenance service, as well as maintaining a safe and enjoyable place to live.

Yours Sincerely,

The Administrator,

Lesa international Agencies

CC: -Property Owner

-Company Advocates

- Clients' File

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.