

DATE...../..... /.....

(TenantName).....

Dear Mr/Mrs.....,

SUBJECT: CHANGE OF MANAGEMENT

This letter is to inform you that the rental property (Residential /Commercial) is currently under new management. Recently, the property owner has decided to hire the company [LESA INTERNATIONAL AGENCIES] to handle all aspects of your tenancy, including rent collection, maintenance requests, leasing and rental renewals.

These changes are effective immediately, so make sure you familiarize yourself with the tenancy terms and instructions as stipulated in the tenancy agreement. Please note that your tenancy agreement has not changed and the terms will continue to be upheld as usual.

If you have any questions or concerns regarding the change in management, please contact the new property manager(s) located at Ingonyera Plaza 3 floor building next to Tesia Junction Supermarket.

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.***