**New Landlord Introduction Letter**

<Your Name Here>  
<Address Here>  
example@email.com   
Month date, Year.

Dear Mr., <Last Name>,

I want to take the opportunity of introducing myself as the new landlord of the leased premises. Your existing terms of lease and payment are still valid. All transactions, repairs, and correspondence requests are therefore sent to the address specified at the top of this letter.

Notify your lending institution instantly and take the appropriate steps to forward the auto transactions if you are already using an automated draft, a cash deposit, or electronic payment for your rental payment. For you to fill out, I included a tenant update form. Please fill in this form and give it back to me as soon as possible. It is critical that we update everyone's essential file information. In advance, I appreciate your consideration on this matter.

Some envelopes were included for your convenience. I look forward to serving you with excellent management, including swift repairs and a safe and comfortable atmosphere to live in. If you have issues or queries, do let me know.

Sincerely,

,<Your Name Here>