

[Date]

[Insert Name]  
[Insert address]  
[SUBURB] [STATE] [POSTCODE]

Dear [Insert Agency Name],

RE: [INSERT ADDRESS OF PROPERTY]

I wish to advise that I no longer require your services for the property management of the above named property. Please accept this as 30 days notice to terminate my Managing Agreement.

I have engaged Ray White Mittagong to now manage this property on my behalf.

Accordingly I request your assistance with the smooth transfer of this file including all relevant documents and keys effective from [Date]

Thank you for your service to date.

Yours sincerely,

[Insert Investor Name]