

[date]

[current agent's name
and address]

Dear [salutation],

Re: [Property Address]

I am writing to advise you of my decision to transfer the management of the above property from your agency to:

all round Property Management PO Box 1805 Port Macquarie NSW 2444

I hereby give notice of the termination of your management agency agreement, and therefore I ask that you make the file, keys and other relevant documents available for collection by my new agent's representative and to cooperate with them in every way possible.

A representative of all round property management will contact you shortly to arrange a date and time for this to occur.

Thank you for past services.

Yours faithfully