

Managing Agency Name:

Dear Team,

Reference: Management Termination

Property Address: (Insert Property Address)

I would like to thank you for your management services and looking after our property, above. However, I wish to confirm that I no longer require your services and as of today's date we are providing you with the required written notice to cease my current management agreement with your agency. We are requesting some leniency on this notice period and that the management be transferred to Century 21 on Duporth as soon as practicable.

We have engaged Century 21 on Duporth to manage this property on our behalf going forward and would be grateful if all relevant documents and keys are ready for them to collect at your earliest nominated date.

Thank you in advance for your assistance with ensuring a smooth handover and again we would like to thank you for your service to date.

Yours Sincerely,

Date: