

(Date)

(AGENTS NAME)

(ADDRESS)

(SUBURB)

Dear (Name,)

RE: (PROPERTY ADDRESS)

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

I understand that I am required to give you 28 day's notice of the termination of your management agency agreement, therefore I ask that you make the file available for collection by my new agent's representative on **xxx (date)** and to cooperate with them in every way possible.

If there is any problem you have in providing my new agent with the file on this date please contact Laura Levisohn 9367 5677 or 0408 7000 52.

Thank you for past services.

Yours sincerely,

XXXXXX (Landlord)