

____/____/____
Date

Property Managers Name

Name Of Agency

Address Of Agency

Dear _____,
Name Of Property Manager

Re Transfer Of Management Of _____
Address Of Property To Be Transferred

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

**Lewis Property Management Pty Ltd
289 Sydney Road Coburg VIC 3058**

I am giving you seven (7) days notice of the termination of your management agency agreement, 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 Lewis Property Management will contact you shortly to arrange a date and a time for this to occur.

Thank you for past services.

Yours faithfully,

_____/____/____
Signature And Dated

Full Name Printed