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.

I have engaged Westons Property & Co. to now manage this property on my behalf who will be contact to coordinate file collection and transfer.

Accordingly I request your immediate assistance with the smooth transfer of this file including all relevant documents and keys.

Thank you for your service to date.

Yours sincerely,

[Insert Name]