

[Click **here** and type date]

[Click **here** and type current agent's name]

[Click **here** and type the current agents address]

[Click **here** and type the current agents contact phone & fax number]

Dear [Click **here** and type salutation],

RE: [Click **here** and type address of investment property]

RE: TRANSFER OF MANAGEMENT

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

Cooper & Cooper Property Management

Level 1 121 Keira Street

Wollongong NSW 2500

Ph: (02) 4229 8233 Fax: (02) 4229 8277

I understand that you require [Click **here** and type number] days notice for the termination of the current Management Agency Agreement from the receipt date of this letter.

A representative of **Cooper & Cooper Property Management** will contact you shortly to make the appropriate arrangements to collect the file, keys and any other relevant documentation.

Thank you for your past services and I trust that you will cooperate in every possible way to ensure a smooth transition.

Regards,

[Click **here** and type name]

(Owner/Landlord)