

[Insert Previous Property Manager's Company]
[Insert Previous Property Manager's Address]

Dear Sir/Madam,

Re: [Insert your investment property address]

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

***Cullinan Property Management
Shop 6/19 Ways Road
Hampstead Gardens SA 5086***

It is my understanding that: (2 options)

1. I am required to give you 60 day's notice of the termination of my Management Agreement, and wish this to take effect immediately.
2. I can give notice at any time to terminate my Management Agreement and wish this to take effect immediately.

Can you please make the property file, keys and other relevant documentation available for collection by my new agent.

Cullinan Property Management will contact you shortly to confirm a change over date and arrange collection of property details and items.

Thank you for past services.

Yours faithfully

[Insert Landlord Name & Sign]