(DATE)

(AGENTS NAMES)  
(ADDRESS)

(SUBURB)

Dear (Name)

RE: (PROPERTY ADDRESS)

I am writing to advise you of my decision to take the management of my above property to Hedland Property Shop Real Estate.

I understand that I am required to give you 28 days written notice of the termination of your management agreement, therefore I ask that you make the file available for my new agents representative to collect on \_\_\_\_\_\_\_\_\_\_\_\_ (date) and to co-operate with them in everyway possible.

If there is any reason you are unable to provide my new agency with the file on this date, please contact their Senior Property Manager, Jemma Lions, on (08) 9713 5555 or 0429 200 452 or [jemma@propshop.com.au](mailto:jemma@propshop.com.au).

Thank you kindly for your past services.

Kind Regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(Landlord, name and Sign)