

Date

Dear [salutation],

Re: [Property Address]

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

**Rentabode
PO Box 616
Mitcham Shopping Centre
Torrens Park SA 5062**

I hereby give notice of the termination of your management agency agreement, and 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 Rentabode will contact you shortly to arrange a date and time for this to occur.

Thank you for past services.

Yours faithfully