

"[Type your own (multi-line) address]"

6 January 2008

"[Type current agent's (multi-line) name and address]"

Dear "[Type salutation]"

Re my property : "[Type details of your property]"

This letter is to advise you of my decision to transfer the management of the above property from your agency to:

Highlands Property
445 Moss Vale Road, Bowral NSW 2576
Telephone 4861 0666

I understand that I am required to give you "[Type number]" day's notice for the termination of our current Management Agency Agreement. Please take this letter as fulfilling that condition of our Agreement.

Please make the keys, files and all relevant documents available for collection by Highlands Property at the appropriate time, and afford them all possible cooperation in the transition. A representative of Highlands Property will contact you shortly to arrange for this handover.

Thank you for your past service.

Yours sincerely,

"[Type your name]"