

[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:

Focus Property Management (Aust) Pty Ltd

Level 9, 2 Bligh Street

Sydney NSW 2000

Ph: 02 9229 0000 Fax: 1300 388 488

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 Focus 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)