

[Insert Name]  
[Insert Address]  
[Suburb] [State] [Post Code]

[Date]

**Re: [Insert Address of Investment Property]**

Dear [Insert Current Agency Name],

I wish to advise that I no longer require your services for the property management of the above named property.

I have engaged Rosanny Realty to now manage this property on my behalf.

Accordingly, I like to request your assistance with this smooth transfer of this file including all relevant documents and keys. Rosanny Realty will contact you accordingly.

Thanks for your service to date.

Yours Sincerely,

[Insert Investor Name]