

living comes first

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[Company]  
[Address]

Dear [Company],

We wish to update the authorised personnel on your records for [building name] situated at [address], with the key system including [key number].

We wish to request that your current details (if any) of authorised staff be removed as they are no longer employed by Living Strata Pty Ltd.

Please appoint the following persons as authorities to allocate work orders/requests for any services sent for the abovementioned body corporate complex.

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|---|--|---|
| <b>[BCM Name]</b><br>[Position]<br>[Email]<br><br>[Signature] | <b>[PA Name]</b><br>[Position]<br>[Email]<br><br>[Signature] | <b>Peter Veal</b><br>Director<br><a href="mailto:peter@livingstrata.com.au">peter@livingstrata.com.au</a> |
|---|--|---|

Furthermore, it is requested that any staff member who issues a work order from a livingstrata.com.au address on a Living Strata letterhead be provided authority.

Yours faithfully

Chris Townsend  
**Body Corporate Manager**  
[chris@livingstrata.com.au](mailto:chris@livingstrata.com.au)