

Date:

Dear

**RE:**

I wish to advise that I no longer require your services for the property management of the above-named property. I have engaged Link Living to now manage this property on my behalf. Accordingly, I request your immediate assistance with the smooth transfer of this file including all relevant documents and keys.

My property manager will be in contact with you shortly to arrange handover of keys and files.

Thank you for your service to date.

Yours sincerely,