**Friday, 11 September 2015**

**[Company Name]**

**[Address]**

**[Address]**

To Whom it May Concern;

Please accept this as my **[ x weeks/months]** notice to terminate the Management of my property at **[Address]**.

I would appreciate your assistance with the smooth transfer of my property to our new Property Management provider, **Absolute Rentals** Property Management.

Yours sincerely,

**[Signature]**

**[Name]**

