

[date]

[current agent's name and address]

Dear [salutation],

**Re: [Property Address]**

I am writing to advise you of my decision to transfer the management of the above property from your agency to:

**Nolan and Partners  
PO Box 4418  
Coffs Harbour NSW 2450**

I hereby give notice of the termination of your Management Agency Agreement, and therefore I ask that you make the file, keys and other relevant documents available for collection by my new agent's representative and to cooperate with them in every way possible.

A representative of Nolan and Partners will be in contact with you shortly to arrange a date and time for this to occur.

Thank you for your services in the past.

Kind Regards