DAY/MONTH/YEAR

[YOUR NAME]

[YOUR POSTAL ADDRESS]

[SUBURB] [STATE] [POSTCODE]

Dear [CURRENT AGENCY],

**RE: [INSERT ADDRESS OF RENTAL PROPERTY]**

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

I have engaged All Adelaide City Edge 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.

Thank you for your service to date.

Yours sincerely,

[YOUR NAME]