[DATE]

[Insert Property Manager Name]

[Insert Property Management Company]

[Insert Property Management Company Address]

Phone: [Insert recipient phone number]

**RE: Change of Property Manager: [INSERT INVESTMENT PROPERTY ADDRESS]**

Dear [Insert Property Manager Name]

Please accept this as my 28 day notice period to terminate our managing agreement for my aforementioned property.

We have appointed Investors Edge R/E as our new property manager. A representative will be in contact to arrange collection of our property documents.

Thank you for your service this far and your cooperation during this handover period.

Regards;

[Owner Name]

[Investment Property Address]