**Thursday, 11 August 2016**

Your current property management company name

Address of your current property management company

To Whom It May Concern,

RE: PROPERTY MANAGEMENT TERMINATION NOTICE

I wish to terminate my management agreement with your company effective Date as per the required notice in your management authority.

I would appreciate your assistance with the smooth transfer of my property to the new Property Management provider, **LJ Hooker Ponsonby** **Property Management**. They will contact you to arrange a convenient time to pick up the current rental agreements, keys and other important documents related to the property and tenancy.

If you wish, you may contact them at 190 Ponsonby Road, Auckland. Office – 09 361 7704. Email – rentals.ponsonby@ljh.co.nz. Thank you for your time and attention.

Yours sincerely,

Signature

Your name