[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Old Property Management Company Name]
[Contact Person Name]
[Address]
[City, State, Zip Code]

RE: Notice of Termination of Property Management Services
Property Address: [Insert Property Address(es)]

Dear [Contact Person Name or Management Team],

Please accept this letter as formal notification that I am terminating our property management agreement for the property located at [Property Address], effective [Date of Termination].

As per our contract, this letter serves as the required [Number] day notice period. My final day of service with your company will be [Date].

To ensure a smooth transition, please prepare the following items for transfer by the termination date:

- All current tenant leases and files.
- All tenant security deposits and prepaid rents.
- All keys, remotes, and access codes for the property.
- An updated accounting statement and final financial report.
- Contact information for all active maintenance vendors.

I have appointed [New Management Company Name or "Myself"] to take over management. Please coordinate the transfer of all files and funds to [Name of Receiver] no later than [Date].

I would like to thank you for your service during our partnership. Please confirm receipt of this notice and provide a final closing statement once the transition is complete.

Sincerely,

[Your Signature]
[Your Printed Name]