[Date]

[Property Owner Name]
[Property Owner Address]
[City, State, Zip Code]

RE: Acknowledgment of Property Management Termination

Dear [Property Owner Name],

This letter serves as formal acknowledgment that we have received your notice to terminate the property management agreement for the property located at [Property Address].

In accordance with our agreement, the final date of our management services will be [Effective Termination Date].

To ensure a smooth transition, we will complete the following actions by the termination date:

- Transfer of all security deposits and prorated rents to you or your new representative.
- Delivery of all active lease agreements and tenant contact information.
- Handover of all property keys, remotes, and entry codes.
- Provision of a final accounting statement and remaining reserve funds.

We will notify the current tenants of this change in management in writing on [Date of Tenant Notification].

If you have any questions regarding the closing of your account or the transition process, please contact [Contact Person Name] at [Phone Number] or [Email Address].

We have appreciated the opportunity to manage your property and wish you the best in your future endeavors.

Sincerely,

[Your Name/Name of Authorized Representative]
[Company Name]
[Title]