[Sender’s Name]

[Sender’s Address]

[State, Zip Code]

[Property Management Company]

[Address]

[State, Zip Code]

[Date]

Dear [Property Management Company],

Please accept this advanced notice of my intention to terminate our property management agreement. As of [termination date], I will no longer need your services for the property located at [rental property address]. Please surrender any rents and deposits as well as all keys to me.

Thank you very much for your management services. I will appreciate your assistance in facilitating a smooth transition of duties and obligations.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Sender’s Name]