

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Property Manager's Name]  
[Property Management Company Name]  
[Property Manager's Address]  
[City, State, ZIP Code]

Dear [Property Manager's Name],

Subject: Termination of Property Management Services and Transfer of Files

I am writing to formally notify you of the termination of our property management agreement for the property located at [Property Address], effective [Effective Termination Date]. This decision has been made after careful consideration and is based on the property's current needs and future direction.

As part of this transition, please transfer all files, records, and relevant information to our new property management company, [New Property Management Company Name]. The contact details for the new property management company are as follows:

- Contact Person: [New Property Manager's Name]
- Address: [New Property Management Company Address]
- Phone Number: [New Property Management Company Phone Number]
- Email Address: [New Property Manager's Email Address]

The documents and information to be transferred include, but are not limited to:

- Lease Agreements: Copies of all current lease agreements.
- Tenant Contact Information: Updated contact details for all tenants.
- Security Deposit: Transfer of Security Deposit Funds
- Financial Records: Comprehensive financial records, including rent payments, expense reports, and account statements.
- Maintenance Records: Documentation of past and pending maintenance requests, service contracts, and warranties.
- Keys and Access Codes: All keys, access cards, and codes required for property access.
- Utility Information: Account details for all utility services associated with the property.

Please ensure that the transfer of these documents and information is completed by [Specified Date]. This will help facilitate a smooth transition and minimize any disruption to the tenants and property operations.

I would like to take this opportunity to thank you and your team for your services and support in managing the property. Should you have any questions or require further information regarding this transition, please do not hesitate to contact me.

Sincerely,  
[Your Name]