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22 December 2004

[click here to insert name field]  
[click here to insert address field]

Dear [click here to insert name field]

**SALE OF PROPERTY  
TERMINATION OF MANAGEMENT AGREEMENT**

[click here to insert property field]

Congratulations on the sale of your investment property!

We confirm receipt of your notification to terminate the management agreement as the contract of sale has now become unconditional.

We would like to take this opportunity to thank you for your valued business, and wish you every success for the future.

To assist our office in determining what we are doing right and what we could do a little better, we would appreciate you taking the time to complete the enclosed **survey** form. It is your feedback that will assist our office to improve our internal operations and service.

If you require the services of a real estate agency or perhaps advice on any general real estate matters in the future, please feel welcome to contact our office.

Once again, thank you for opportunity of allowing our company to provide our management service to you.

Yours faithfully,  
[click here to insert company name field]

[click here to insert asset manager name field]

Asset Manager

**Optional email-return address for correspondence:**

**SPECIAL NOTE:**

If your rate notice, insurance or utilities are being sent co/ our office, please ensure that you or your Solicitor arranges the cancellation, transfer or redirection of mail or services.