

[Date]

[Owner Name]

[Owner Address]

[City, State, Zip Code]

Re: Notice of Property Management Agreement Expiration

Dear [Owner Name],

This letter serves as formal notification that the property management agreement for [Property Address] will expire on [Expiration Date]. As per our previous discussions, we will not be renewing the contract for another term.

Our management services will officially conclude at the end of business on the date mentioned above. To ensure a smooth transition, we are preparing the following items for delivery to you or your designated representative:

- All active keys and security remotes.
- Current tenant lease agreements and contact information.
- Tenant security deposits and a final accounting statement.
- Maintenance records and pending work orders.

We will provide the final financial report and any remaining balance from the operating account by [Date, typically 30 days after expiration].

We have enjoyed managing your property and wish you the very best with your future real estate endeavors. Please let us know if you have any questions regarding the hand-over process.

Sincerely,

[Your Name/Company Name]

[Your Phone Number]

[Your Email Address]