

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Subject: Notice of Termination of Management Services

Dear [Client Name],

Please accept this letter as formal notification that [Your Company Name] will be concluding its management services for [Property Name/Project Name], effective [Last Date of Service].

We have truly valued the opportunity to work with you over the past [Duration of Service]. It has been a pleasure managing your interests, and we are proud of the milestones we achieved together during our partnership.

To ensure a smooth transition, we are currently preparing all necessary files, keys, and financial records. These will be delivered to [New Management Name/Your Office] by [Transition Date]. We are committed to cooperating fully with your new representatives to ensure no disruption to operations.

If you have any questions regarding the final handover or outstanding items, please contact us at [Phone Number] or [Email Address] before [Final Date].

We wish you and your team continued success in all your future endeavors. Thank you again for your trust and collaboration.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]