[Current Property Manager's Name]

[Current Property Management Company Name]

[Address]

[City, Postal Code]

 DATE

Dear Sirs,

**Re: Notice to terminate factoring services – [Current property address]**

Please be advised a homeowners meeting was held was held on \_\_\_\_\_\_\_\_ and was attended by;

NAME/FLAT POSITION

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A vote was held with a majority/all owners (delete as appropriate) present voted to terminate the service of [current factor].

We understand as per your Written Statement of Services, there is a [insert length] month notice period.

Please confirm receipt of this letter and confirmation of the termination date.

The co-proprietors have agreed to appoint Taylor & Martin as factor. We would therefore be obliged if you would liaise directly to ensure a smooth handover, including the transfer of the owners sinking fund.

We look forward to hearing from you

Yours faithfully,

[Your name and address]

Signed:

PRINT AND SIGN NAMES OF ATTENDEES