

To Whom It May Concern:

As of \_\_\_\_\_ (date), your services at \_\_\_\_\_ (property address), will no longer be required. A representative of Onyx Management Group, my new property management service provider will be in touch with you prior to the termination date to pick up keys and any pertinent files. Please send remaining funds from my account directly to me and the tenant's security deposits to Onyx Management Group at the following address:

Onyx Management Group, Inc.  
940 Pennsylvania Blvd, Unit #A  
Feasterville, PA 19053