**Happy Homeowner Association**

123 ABC Street

Pleasantville, Utopia XXXXX

TO Management Company

FROM Board of Directors

DATE X/XX/20

RE: Termination of Management Services

To Whom It May Concern:

This serves as our 30-day notice that we are terminating management services as of \_\_\_\_\_\_\_ 2020.

For the transition please coordinate with our new financial manager Community Financials.

You can contact their staff at support@communityfinancials.com or calling 833-266-3646.

Any mailed correspondence can be sent to:

The Association’s Name

c/o Community Financials

4770 Baseline Road, Suite 200

Boulder, CO 80303

For any physical files the Board will pick them up. Please coordinate with Board Member X.

Thank you for your cooperation in advance.

Sincerely,

Board of Directors