**Happy Homeowner Association**

123 ABC Street

Pleasantville, Utopia XXXXX

TO Management Company

FROM Board of Directors

DATE X/XX/24

RE: Termination of Management Services

To Whom It May Concern:

This serves as our \_\_\_\_ day notice that we are terminating management services as of \_\_\_\_\_\_\_ 2024.

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

You can contact their Onboarding Coordinator Cathy Imes at cathy@communityfinancials.com or calling 833-266-3646 ext 710.

Any general mailed correspondence along with startup checks can be sent to:

Community Financials

Attn: Onboarding

185 E Indiantown Rd #127

Jupiter, FL 33477

Any vendor bills received can be emailed to our AP Onboarding Specialist [W9@communityfinancials.com](mailto:W9@communityfinancials.com) or calling at 833-266-3646 extension 715

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