

COMPANY LETTERHEAD

Date:

Strata Manager:

Strata Manager Phone:

Strata Manager Address:

Lot #: Strata Plan #:

Re: ***Insert Property Address***

To whom it may concern,

I am the selling agent acting on behalf of insert ***Vendors Name*** for the sale of the above property.

Please take this letter as a letter of authority for HD Property Inspections or its representatives to undertake an inspection of the strata records in relation to the above property.

Should you have any queries do not hesitate to contact me on the office number provided below.

Regards,

INSERT Agent Details