Letterhead

Date: <XX January 2025>

To: Strata Manager Details

Re: Property Address

To whom it may concern,

I am the <Selling Agent/Solicitor/Conveyancer>   
acting on behalf of <name> for the sale of the above mentioned property.

Please take this letter as a Letter of Authority for **Supreme Inspections** to undertake an inspection   
of the strata records.

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

Regards,

<Owner Name>