

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>