**Title: Letter Of Authority 00/00/0000**

**Date:**

**Strata managers contact details:   
Name:  
Email:  
Ph:**

**Lot number:   
Strata plan number:**

Re: **<property address>**

To whom it may concern,

I am the selling agent/conveyancer acting on behalf of **<vendors name>** for the sale of the above property.

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

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

Regards

**<agent/conveyancer name>**