

[Accountants Name]  
[Address Line 1]  
[Address Line 2]  
[Address Line 3]  
[Address Line 4]  
[Address Line 5]

[Reference]

[Date]

Dear [accountant's name],

**Re: [Business Name & Individuals Names]**

After careful consideration, [I/we] have decided to utilise the services of a different accountant to undertake all our accounting and taxation work.

[I/We] have asked IN Accountancy Limited to act as [my/our] accountants and professional advisors.

[I/We] authorise you, as [my/our] former accountants and professional advisors, to provide them with any information they require.

[I/We] thank you in advance for your prompt assistance in dealing with their request.

[I/We] would like to take this opportunity of thanking you for all for the assistance you have provided over the past years and wish you all the best for the future.

Yours sincerely,