

Dear

I am writing to inform you that as of receipt of this letter, I have decided to change accountants with the appointment of Silver Levene.

I would like to take this opportunity to thank you for all the help and support you have provided and I trust you will continue to support me by providing your full co-operation in the transfer of my client files to Silver Levene.

All agreed invoices will be settled and I will ask my contact at Silver Levene to contact you direct if any further details about my account are required.

Thank you once again

Yours Sincerely