[Insert DD Month YYYY]

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[Insert Previous Accountant’s Name]

[Insert Company Name]

[Insert Previous Accountant’s Address]

[Suburb]

[City, Post Code]

Dear [Insert Previous Accountant’s Name]

**Re:** **[Insert name of client]**

We have been requested by the above named client to [select one of the following]:

Act as accountant and/or tax agent

Provide assistance with [insert reason for engagement]

Provide advice in relation to [insert reason for engagement]

Upon receiving client permission, please advise if there are any professional or ethical reasons why we should not accept this appointment.

On the basis that there are no such reasons, would you make all client records available for collection, advising when they are ready, and provide a copy of any relevant information per the attached listing.

It would also be appreciated if you left the above named client on your agency list for the time being, to allow time for the relevant notification to be lodged with Inland Revenue.

Thank you in anticipation of your early reply. Your assistance is most appreciated.

Yours sincerely

[Insert Name and Title]

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| Encl. |