[Insert DD Month YYYY]

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| --- |
|  |

[Insert Previous Accountant’s Name]

[Insert Previous Accountant’s Position]

[Insert Company Name]

[Insert Address]

[Suburb State Post Code]

Dear [Insert Previous Accountant’s Name]

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

We have been requested by the above-named to [Select one of the following]

act as accountant and/ or tax agent

provide assistance with [insert reason for engagement]

provide advice with 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 relevant [entity/entities] on your lodgement program for the time being, to allow time for the relevant notification to be lodged with the Australian Taxation Office as well as any necessary forms (if applicable) with the Australian Securities and Investments Commission.

Thank you in anticipation of your early reply.

Your assistance is most appreciated.

Yours faithfully

[Insert Name and Title]