

(Your Address)
Or delete this area if you are going to print on your letterhead

(Your Previous Accounts Address)

(Date)

Dear Sirs

RE: TERMINATION OF ACCOUNTANCY AND TAXATION SERVICES

I have instructed and appointed Power Accountax Limited, 8C High Street, Below Bar, Southampton, Hampshire, SO14 2DH to act as Accountants and Taxation advisors on my personal and business affairs, and no longer require your services.

I hereby authorise you to supply them with whatever details they may require concerning my accounts with you.

I would like to take this opportunity to thank you for your services.

Your faithfully

(YOUR NAME)