Monday, March 12, 2018

##Name of Accounting Firm~~Text##

##Address of Accounting Firm~~TextArea##

Dear ##Accountant Name~~Text##,

**Re: «ClientName»**

We have been approached by the above, to accept nomination as tax agent.

Please advise if there is any professional or ethical reason why we should not accept this appointment.

If no such reason exists, please forward us the necessary documentation to ensure continuity

of professional service, including:

* Copies of last year’s income tax returns
* Copies of last year’s financial statements
* Copies of any depreciation or other business schedules
* Copies of last year’s income tax assessment notices
* Any other information you may have in relation to their tax affairs

If you have any questions, do not hesitate to contact us directly on ##Contact Number~~Text##.

Yours sincerely,

**##Signed By~~Text##**

##Signed By Job Title~~Text##