

Transferring To Astutesoft Plan Manager Email Template

To: {Plan Manager Email}

Subject: Cancellation of Plan Management services - {Insert participant name}

Dear Plan Manager,

This email is formal notice that I wish to change my NDIS plan management to Astutesoft Plan Manager.

Name on NDIS plan:

NDIS number:

OR Address:

Can you please:

- cancel your service booking
- process all outstanding invoices
- reduce available funds down to zero, and
- advise the cancellation date as per our service agreement.

Thank you for cancelling my plan management service.

Yours sincerely,

Name/Authorised Representative's Name:

Date: