**Transferring to Acacia Plan Management**

Dear <insert Plan Manager name>

This letter is formal notice that I wish to change my NDIS plan management to Acacia Plan Management.

<Insert your Name on NDIS plan>:

<Insert your NDIS number>:

OR

<Insert your address>:

Can you please:

• cancel my service booking

• process all outstanding invoices

• reduce available funds down to zero, and

• advise me of the cancellation date as per our service agreement.

Thank you for cancelling my plan management service.

Yours sincerely

<Insert your full name>:

<Insert date>:

*Please hand or send this form to your current plan manager.*