Transferring To My 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 My 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:**