Transferring to My Plan Manager

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

Dear Plan Manager,

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

Name on NDIS plan:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NDIS number:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *OR*

Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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:

Date: