[Accountant's Name]

[Accountant's Firm Name]

[Address]

[City, Postcode] [Date]

Dear [Accountant's Name],

**Subject: Termination of Accounting Services and Authorisation for Clearance**

I write to inform you of the immediate termination of accounting services provided by your firm. I have opted to engage the services of a new accounting firm, Accounting Bees, with Ms. Laure Voisey as my designated accountant.

I authorise Ms. Laure Voisey from Accounting Bees to contact you directly for the necessary clearance and information regarding my accounts. Please provide her with all relevant documents, records, and any pertinent information to ensure a seamless transfer of services. This includes financial statements, tax filings, and any other documents relevant to the services your firm has provided.

*[I acknowledge there may be outstanding fees or invoices. Please issue a final invoice detailing any remaining charges and specify the preferred method of payment.]*

This letter serves as my formal request to cease all accounting services *[immediately or from the XX/XX/XXXX].*

If you have any operational queries, please contact Ms. Laure Voisey directly.

Sincerely,

[Your Name]

[Your Address]

[City, Postcode]

[Email Address]

[Phone Number]