

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:

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: