Notification of Accountant Change and Request for Document Transfer

[Your Name]
[Your Address]
[City, Postal Code]
[Email Address]
[Phone Number]

[Date]

[Accountant's Name]
[Accountant's Company Name]
[Company Address]
[City, Postal Code]

Dear [Accountant's Name],

I hope this letter finds you well. I am writing to inform you that I have recently decided to appoint a new accountant for [Your Limited Company Name], effective from [Transition Date]. Therefore, your services will no longer be required from this date onward.

I would like to extend my sincere gratitude for the support and services you have provided during our time working together. Your professionalism and attention to detail in handling the company's accounts and tax matters have been greatly appreciated.

To ensure a smooth transition, I kindly request that you transfer the following documents to my new accountant, [New Accountant's Name] from [New Accountant's Firm], who can be reached at [New Accountant's Email] or [New Accountant's Phone Number]:

1. Annual Accounts (including the latest filed accounts and supporting documents)
2. Tax Returns (Corporation Tax, VAT returns, and any other relevant filings)
3. PAYE Records (including payroll details and relevant tax filings)
4. Company Bank Reconciliation Reports
5. Management Accounts (if applicable)
6. Company Formation Documents (including certificates of incorporation, shareholding details, etc.)
7. Tax Payment Schedules and details of any outstanding tax liabilities
8. Any Other Relevant Financial Records related to my company's accounts

Please also inform me if there are any other documents or information you believe should be included to facilitate a seamless handover.

Once again, I would like to express my thanks for your services. I have valued your contributions and wish you continued success in the future.

If you need any further details to coordinate the transfer, please do not hesitate to reach out.

Yours sincerely,
[Your Full Name]
[Your Position/Title]
[Your Limited Company Name]