**(TO BE PRINTED ON LETTERHEAD)**

Ref: [Insert reference number]

[Insert date]

The Partners

[Insert name of audit firm]

Certified Public Accountants

P.O. Box [insert postal address] - [Insert postal code]

[Insert area]

Dear Sirs,

**APPOINTMENT AS AUDITORS AND TAX ADVISORS**

We wish to inform you that the directors of [insert name of appointing organization] Ltd have resolved to appoint [insert name of audit firm] as our auditors and tax advisors with immediate effect.

By a copy of this letter, the Commissioner of Income Tax is requested to note this and direct all their correspondence to you.

Yours faithfully,

[Insert name of authorized signatory]

[Insert designation of authorized signatory]

CC: Commissioner of Income Tax