

## Transferring to Just Plan Managers

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

Dear Plan Manager,

This letter is a formal notice that I wish to change my NDIS plan management to Just Plan Managers.

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: