FRIENDLY ACCOUNTANTS

CORRESPONDENCE TO CLIENTS & HMRC FOR CHASING INFORMATION

GENERAL CORRESPONDENCE TO CLIENT

- LETTER TO CLIENT – STUDENT GRANT FORM
- LETTER TO CLIENT – NATIONAL STATISTICS
- LETTER TO CLIENT – INCOME REFERENCE LETTER
- LETTER TO CLIENT – REFERENCE LETTER FOR BUSINESS PROFITS
- LETTER TO CLIENT – REFERENCE FOR SHARE HOLDING & SHARE CAPITAL
- LETTER TO CLIENT – SPONSORSHIP REFERENCE LETTER
- LETTER TO CLIENT – STANDARD ACCOUNTANT REFERENCE
- LETTER TO CLIENT – REFERENCE LETTER CONFIRMING DIRECTORSHIP AND SHAREHOLDERS

Friendly Accountants

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London SW16 4DH

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Email: sales@friendly-accountants.com
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Mr John Smith
Smith Ltd
124 High Street
England City
PO23 XRT
Ph :

Our Ref.: Client No /

Date:

Dear Mr Smith

Re: Financial details for the tax year 05 April 2013

Thank you for sending us the enclosed Student Grant form, which we have completed on the basis of information available.

You are requested to check the form and upon your approval, please send to H M Revenue & Customs office in the enclosed prepaid envelope.

If you need further assistance, please call Operations Department on **0845-331-2547** OR email at operations@friendly-accountants.com.

Thanking you.

Yours sincerely

Friendly Accountants