

[Your Company Logo]

[Name of ex-bookkeeper]

[Address of ex-bookkeeper]

[Date]

Professional Clearance letter for:

**[Business name of client]**

**Dear Sir/Madam**

We have been approached by [Client Name] of the above-named business with a view to be preparing books, which we understand you are presently dealing with. We therefore write to enquire whether you know of any reason, professional or otherwise, why we should not accept this appointment.

Providing you have no objections to us acting for the company can you please let us have the following information:

- Previous system/software used, subscription info, logins
- Trial Balance at XX/XX/XXXXX date
- VAT statements
- HMRC VAT logins if any
- HMRC PAYE logins if any
- Any other info

Kind regards

[Your Company Name]

[Name and address of your business – Legal name and address]