

[SR01 Complaint to an Accountant]

[Firm Name]
[Firm Address]

[Date]

Dear [Enter Accountant's Name]

I am writing because I am concerned

Together we reviewed my financial situation. It is evident that you failed to follow the requirements I discussed with you.

The Supply of Goods and Services Act 1982 requires you to provide services as an accountant. Your failure to do so has resulted in you breaching the Act to the value of £[Enter Amount], as follows:

[Describe your loss]

Please send me a cheque for the amount of £[Enter Amount].

I remind you that according to the Accountants Act 1984, you are required by law to deal with your clients' affairs in accordance with the Institute of Chartered Accountants' Code of Ethics.

Yours sincerely,

[Your Name]
[Your Address]



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