*[This Annex is provided as a template only and appropriate advice and support should be sought prior to issuing such a notice]*

[*date*]

Dear [*Name*]

Notice of variation to your [PMS/APMS] [agreement/contract]

We give you notice that we intend to vary your [*PMS/APMS*] [*agreement/contract*] dated [*insert start date of contract*] (the "Contract") with effect from [*insert date (if this date is less than 14 days after the date this notice will be served, explain why*]. We provide the wording of the variation below.

[*insert variation wording*]

This variation is made to comply with the terms of [*insert legislation that requires the change*]. Under clause [*insert clause number of contract*], we may vary the Contract without your consent where this is due to legislative or regulatory change. You are not, therefore, required to acknowledge this variation notice.

Yours sincerely

[*Name*]

[*Job title, etc*]