[*insert date*]

Dear [*name*]

Contract details - [insert name of contract]

Thank you for providing information relating to a change in the contractor status of your GMS contract from an individual to a partnership.

[I can confirm that we are satisfied that the information meets the conditions to enable us to agree that the contract will continue with the partnership with effect from [*insert date*]. We include a variation notice with this letter. I have included two copies of the variation notice which I would be grateful if you could return after being signed. We will then sign the documents and return a copy for you to retain for your records.

*OR*

We are not satisfied that the person(s) you have proposed is eligible to hold a GMS contract. This is because [*insert*]. The contract will remain with you as individual contractor until this matter can be resolved and we agree that the contract can be varied.]

Yours sincerely

[*name*]

[*title*]