[*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 PMS agreement from more than one individual to an individual.

[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 individual 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 one copy for you to retain for your records.

*OR*

We are not satisfied that the individual you have proposed is eligible to hold a PMS agreement. This is because [*insert*]. The agreement will remain with you as more than one individual until this matter can be resolved and we agree that the agreement can be varied.]

Yours sincerely

[name]

[title]