HM Revenue and Customs

Imperial House

77 Victoria Street

Grimsby

Lincolnshire

DN31 1DB

Date

Our business details:

Company name: XXXXX

Companies House registration number: XXX

VAT registration number: XXX

Dear Sirs,

We would like our business to leave the VAT flat rate scheme with effect from 1 April 2017, so from 1 April 2017 we will begin using standard VAT accounting.

Please can you action this and confirm in writing.

If you have any questions please do not hesitate to contact me.

Kind regards,

Your name, Director

Your company name

Your phone number

Your address (should be the address of your VAT registration)