

Dear

RE: URGENT INFORMATION REQUIRED

I am writing to you after being unable to contact you via phone in relation to your/participant NDIS Plan.

If you choose to continue Plan Management with Headway Gippsland Inc. we require a copy of the your/participants current NDIS Plan so we can continue to pay invoices on your/participants behalf and any services or purchases you require will not be impacted.

Could you please return a copy of your plan in the enclosed envelope, or can be sent via email to intake@headwaygippsland.org.au so that we can update the details of your new plan on our system

If you experience any difficulties with providing us with the new NDIS Plan, please do not hesitate to contact myself on 5127 7166 and we can see how else we can assist you.

If you have chosen another provider to be your Plan Manager we would also be grateful if you could advise us of this and we can close the file, we would also be very grateful for any feedback you wish to provide to us.

Kind regards

Jemma Dowling

Client Services Intake Coordinator