

SAMPLE TERMINATE YOUR TPA LETTER

Re: Plan Name

Dear _____:

This letter is to notify you that we have has retained the services of another third party administrator for the above mentioned plan effective immediately. They will be responsible for the annual administration for the plan year ending_____. As a result please refund any pre-paid or unearned administration fees paid by our office.

Please accept this letter as authorization to provide NH Hicks with all transfer documents as requested. List documents needed.

If you should have any questions regarding this matter, please do not hesitate to contact our office.

Thank you for your past service.

Sincerely,

Plan Trustee