Date

Client Name

Client Address

VIA EMAIL

To: Payroll Company

Dear Representative,

Please allow my accountant, Kelly Koteles, access to my payroll records effective immediately.

Please remove any previous access granted to other parties as of this date as well.

If you have any questions or concerns, please reach out to myself or Kelly directly at 216-264-0337 or c.helvetica@zoho.com.

Sincerely,

Client name