

Regional Director/Assistant Regional Director  
Department of Communities, Disability Services and Seniors

Dear

**Notification of Change in Details under the Service Agreement**

I refer to the Service Agreement which commenced \_\_\_\_\_ between  
the Department of Communities, Disability Services and Seniors and

On behalf of

I am notifying the department of a change in:

- Key/Principal Officer Bearer; or
- Service Agreement Contact Officer; and/or
- Change of addresses as per the contact details listed in the Service Agreement

Existing Details:	
Service Provider Reference:	
Key/Principal Office Bearer or Contact Officer Name:	
Key/Principal Office Bearer or Contact Officer Position:	
New Details:	
<i>Effective from:</i>	
<i>Key/Principal Office Bearer or Contact Officer Name:</i>	
<i>Position:</i>	
<i>Email address:</i>	
<i>Telephone number:</i>	
<i>Fax number:</i>	
<i>Postal Address:</i>	

Yours sincerely