

Please print this letter on company letterhead, signed by a manager at your organization (preferably by a person who has purchased a paid license and has previously signed a sales order).

If your company doesn't have letterhead, please be sure to include your company's mailing address and phone number below:

COMPANY NAME

COMPANY PHONE NUMBER

ADDRESS 1

ADDRESS 2 CITY/STATE(PROVINCE)/COUNTRY

ZIP/POSTAL CODE

Hello PPM Express team,

Please change the account owner for our PPM Express account per the details listed below:

- The name, business email address and phone number of the previous account owner: NAME/EMAIL ADDRESS/ PHONE NUMBER
- The name, business email address and phone number of the new account owner: NAME/EMAIL ADDRESS/ PHONE NUMBER
- The name, business email address and phone number for PPM Express notifications (in case you would like notifications to be sent to a different email): NAME/EMAIL ADDRESS/ PHONE NUMBER

This change is authorized with a signature by the manager or director of our organization listed below:

[Manager/Director name printed]

[Signature]