

5 October 2026
Our reference: CA/NHT-2031

Dr Helen Achebe
Finance Director
Northgate Housing Trust
3 Northgate Square
Chester CH1 2HQ

Dear Dr Achebe,

Your annual advisory review

Thank you for working with Cindervale Advisory Ltd this year. As your engagement approaches its anniversary, we would like to arrange your annual review.

The review is a short meeting in which we look back at the work completed, confirm your priorities for the coming year and agree any changes to the scope of our support. It usually takes about an hour and can be held at your offices or by video call.

Please reply to this letter, or email accounts@cindervale.example, with two or three dates in the next six weeks that suit you, and we will confirm the arrangements.

We look forward to speaking with you.

Yours sincerely,

Priya Desai
Senior Account Manager
Cindervale Advisory Ltd