*Name of organisation you are writing to*

*Their address line 1*

*Their address line 2*

*Their address line 3*

*Their address line 4*

*Their post code*

Date: *today’s date*

Dear Sir/Madam

Account No: *Account or reference number*

Account Holders Name: *Account holder’s name*

I write in reference to Account No: *Account or reference number*.

I wish to inform you that I, *Your name*, hold power of attorney to make decisions and act on behalf of your customer, *Account holder’s name.*

Please find enclosed a copy of the signed power of attorney document confirming my authorisation to discuss and handle this matter.

Should you have any queries please contact me on

*Your Name*

*Your Address*

Please confirm in writing receipt of this correspondence and that you have updated your customer’s account with this information.

I look forward to hearing from you.

Yours faithfully

*Include your full name*