

**To**  
(Bank Name) .....

(Bank Address) .....

**RE:**

**Account name** .....

**Sort code:** .....

**Account number**.....

**Please take this letter as my written instruction for you to transfer**

**£**            **or all funds in the above account** (complete / delete as required)

**to**

**Bank Name** .....

**Full bank address**.....

**Account name** .....

**Account number** .....

**And deduct your charges for the transfer from the funds in my account prior to sending.**

**My name, home address and contact details are:**

**Name:** .....

**Address:** .....

.....

**Telephone:** .....

**SIGNED:** .....

**DATE :** .....