

To   
 Address

Account Holder 1   
 Account Holder 2   
 Address   
  
 County/Postcode

DOBs (1&2)

Date

**Account Enquiry**

**Dear Sirs**

Please could you confirm, either by letter or statement:-

- All accounts that I/we/he/she hold/s with you and the same details as below for all accounts.
- If accounts are in joint or single names and if single whose name.
- The current balance of account/s.
- Any notice period needed to close the account/s.
- If a notice period applies whether the account/s can be closed earlier and any penalties for doing so.

The account numbers we are aware of are:-


However, please include any other accounts held with you.

Many thanks for your assistance in this matter.

Yours Faithfully (Sign)

Account Holder 1 X ..... Account Holder 2 X .....

**Or Attorney/s**

<b>Sign</b>	X	X
<b>Name</b>		
<b>Address</b>		
<b>County/Postcode</b>		
<b>Telephone</b>		

A certified copy of the Enduring/Lasting Power of Attorney is Enclosed (delete as appropriate)