Lucy Sample
22 Other Road
Sampleford
SF2 2BB

Date: .....

Example Building Society
[address]

Jane Elizabeth Sample, of 1 Test Street, Exampleton, EX1 1AA
Account, policy or reference number: .....

Dear Sir or Madam,

I am writing to tell you that I am an attorney for Jane Elizabeth Sample under a lasting power of attorney for property and financial affairs, which has been registered by the Office of the Public Guardian (reference 7000-1234-5678). The other attorney is Peter Sample.

Please record the lasting power of attorney on your systems and tell me what you need from me to do that. I can give you an access code so that you can view an online summary of the LPA through the government's "View a lasting power of attorney" service, or show you the original registered LPA or a certified copy.

Please also tell me what proof of my own identity you need, and send future correspondence about the account to me at the address above unless I tell you otherwise.

Yours faithfully,

Signature _____

Lucy Sample, attorney for Jane Elizabeth Sample
Telephone: .....

SAMPLE

Lucy Sample
22 Other Road
Sampleford
SF2 2BB

Date: .....

[Pension provider: name and address]

Jane Elizabeth Sample, of 1 Test Street, Exampleton, EX1 1AA
Account, policy or reference number: .....

Dear Sir or Madam,

I am writing to tell you that I am an attorney for Jane Elizabeth Sample under a lasting power of attorney for property and financial affairs, which has been registered by the Office of the Public Guardian (reference 7000-1234-5678). The other attorney is Peter Sample.

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Yours faithfully,

Signature _____

Lucy Sample, attorney for Jane Elizabeth Sample
Telephone: .....

SAMPLE

Lucy Sample
22 Other Road
Sampleford
SF2 2BB

Date: .....

[Local council (council tax): name and address]

Jane Elizabeth Sample, of 1 Test Street, Exampleton, EX1 1AA
Account, policy or reference number: .....

Dear Sir or Madam,

I am writing to tell you that I am an attorney for Jane Elizabeth Sample under a lasting power of attorney for property and financial affairs, which has been registered by the Office of the Public Guardian (reference 7000-1234-5678). The other attorney is Peter Sample.

Please record the lasting power of attorney on your systems and tell me what you need from me to do that. I can give you an access code so that you can view an online summary of the LPA through the government's "View a lasting power of attorney" service, or show you the original registered LPA or a certified copy.

Please also tell me what proof of my own identity you need, and send future correspondence about the account to me at the address above unless I tell you otherwise.

Yours faithfully,

Signature _____

Lucy Sample, attorney for Jane Elizabeth Sample
Telephone: .....

SAMPLE

Lucy Sample
22 Other Road
Sampleford
SF2 2BB

Date: .....

Example Surgery
[address]

Jane Elizabeth Sample, of 1 Test Street, Exampleton, EX1 1AA
Date of birth or patient number: .....

Dear Sir or Madam,

I am writing to tell you that I am an attorney for Jane Elizabeth Sample under a lasting power of attorney for health and welfare, which has been registered by the Office of the Public Guardian. The other attorney is Peter Sample.

A health and welfare LPA can only be used when Jane Elizabeth Sample is unable to make their own decisions. Please note on your records that the lasting power of attorney exists and who the attorneys are, so that we can be contacted if that time comes.

I can give you an access code so that you can view an online summary of the LPA, or show you the original registered LPA or a certified copy. Please tell me which you would prefer.

Yours faithfully,

Signature _____

Lucy Sample, attorney for Jane Elizabeth Sample
Telephone: .....

SAMPLE