

To: _____ (Insert the name and address of your bank here)

Date: _____

Re: New Standing Order for Sumac Centre

Dear Sir or Madam,

Please can you set up a new standing order on my account as follows:

My Sort Code: _____

My Account Number: _____

Amount: £ _____ per month

In words:

Beneficiary account: Sumac Centre

Bank: Yorkshire Bank, 11 Smithy Row, Nottingham, NG1 3EJ

Sort code: 05-06-41

Account number: 66802551

Please set up the standing order to come out of my account on or immediately after the _____ day of the month.

Yours sincerely,