

Dear Together,

Client / Company name	
Your ref (if applicable)	

Further to your request, I can confirm the following information:

1. Your accountancy qualification	
2. Your membership number	
3. Length of time acting for the client	
4. Name and nature of client's business/trade	
5. Confirmation said business is still trading	
6. Client's net income earned last year	£
7. Client's projected net income	£
8. Any additional net income earned	£
9. Opinion on client's affordability	

Yours sincerely,

Your signature	
Date of signature	
Your name	
Your company name	

Please print this on your own letterhead. Please include any supportive additional information on a separate sheet.

If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies to prevent fraud and money laundering. Further details explaining how the information held by fraud prevention agencies may be used can be obtained by contacting: Compliance Department, Lake View, Lakeside, Cheadle, SK8 3GW.