

Any Bank
Any Street
Anywhere
For attention of xxxx Department

Dear Sirs,

Re my current/deposit account number xxxxx

Kindly accept this instruction to make the following CHAPS payment:

Pay:	Close Brothers Limited 10 Crown Place London EC2A 4FT
Payment Details:	Their direct sort code 16-51-87
Account Number:	Close Brothers 8 digit account number (New customers – type '00000000')
Amount:	£XXXX
Value Date:	XX/XX/XX

I/We look forward to your written confirmation of the above in due course.

Yours faithfully,

YOUR NAME*

FOR YOUR INFORMATION ONLY

* Your letter will have to be signed in accordance with the mandate held by your bank.