*(BANK’S ADDRESS)*

*Date:*

*Dear (BANK NAME AND BRANCH),*

*I am a (JOB TITLE) and work at (ORGANISATION SUPPORTING CLIENT).*

*I would like to introduce the applicant below to open a new bank account. I am currently working with them in my professional capacity supporting them with finding accommodation once they have to leave Home Office NASS accommodation, and have known the applicant for (INSERT TIME).*

*I can certify that their name, address and personal details below match the records we have.*

|  |  |
| --- | --- |
| *Full Name:* |  |
| *Nationality:* |  |
| *Date of Birth:* |  |
| *Full Current Address including Post Code:* | *Room number:*  *Address:* |
| *Tel No:* |  |

*Please accept this letter of introduction to confirm their proof of address, as no other documentation can be provided by them because they are living in Home Office accommodation. They do not have any utility bills or other bank accounts, and are unable to afford proof of address letters from the GP.*

*Should you require any further confirmation, please contact me on the details below.*

*Kind regards,*