|  |  |
| --- | --- |
| SCHOOL HEADED PAPEROur reference |  |
| [*Date*] |
| [*Insert bank name & address*] |   |  |
|  |  |
|  |  |
| Dear Sir/ Madam |
| RE: [*Insert School name*] Financial Statements Audit year ending 31st March 2018 |

In accordance with the agreed practice for provision of information to auditors, (I/We) authorise (Name of bank) including all branches and subsidiaries to provide our auditors, (KPMG LLP/KPMG Audit Plc), any information that they may request from you regarding all and any of our accounts and dealings with you.

|  |  |  |
| --- | --- | --- |
| **Account name** | **Account number** | **Sort Code** |
|  |  |  |
|  |  |  |
|  |  |  |
| This authority shall continue in force until withdrawn or amended by us. |

Should you have any queries please contact [*Insert school name*] on [*insert school telephone number*].

Yours faithfully

………………………… ………………………

Head Teacher second signature as per mandate

Cc Accountancy Finance; London Borough of Ealing

 Email to : Schoolsaccountancyservices@ealing.gov.uk