

Your address

Your Bank/Building Society's address

The Manager,

Today's date

Dear Madam/Sir

Please set up a standing order from my account,

Name of account holder(s)

Account number

Sort Code

to credit the Scottish Association of Sign Language Interpreters (SASLI)

SASLI

Bank of Scotland, The Mound Edinburgh, EH1 1YZ

Account Number 06069876

Sort Code 80-20-00

Delete as appropriate

Quarterly payments:

Please pay the amount of \_\_\_\_\_, on the fifteenth of April, fourth of July & October 2008 and on 4<sup>th</sup> January 2009.

One annual payment

Please pay the amount of \_\_\_\_\_, on the 4<sup>th</sup> of April 2008

Please use (Your name) \_\_\_\_\_ as part of the reference for this transaction.

Thank you for your help in this matter.

Yours faithfully,

Your signature