

SPECIMEN LETTER FOR BARCLAYS BANK PLC LETTERS OF INTRODUCTION

TO BE TYPED ON UNIVERSITY
/COLLEGE HEADED PAPER

DATED

Barclays Bank PLC
Cambridge City Centre Group
15 Bene't St
Cambridge
CB2 3PZ

I am writing to introduce the following employee to you for the purposes of opening a UK Bank account with your office.

I confirm that (title and full name as shown on passport or id card) is employed at (college / department name) in the role of (insert role). They commenced employment with us on (insert start date) and is expected to be with us until (insert end date).

Their current UK address is

(please complete any UK address in full, ensuring post code is included)

Their overseas address is

(please complete full overseas address)

Signed
(signatories name & position title)

* please note only the Departmental Secretary, Secretary to the Department or the Departmental Administrator are permitted to sign the letters of introduction. Letters signed by all other titles and officers will be unacceptable for the purpose of account opening introductions*