Your Name

Address

Address

Postcode

Creditor Name

Address

Address

Postcode

Date 00/00/00

Account Number: 123456789

Dear (company name)

I am writing with reference to the above account that I currently hold with you (or your client) to inform you that I a currently unable to deal with this matter personally due to my current personal circumstances.

I would therefore like to authorise the person named below as my personal representative in all matters relating to all accounts, I hold with yourself. You may share all relevant information with my representative and take instructions from them on my behalf.

Personal Authorised to Deal with my account on my behalf:

Full Name:

DOB:

Address:

Password: (Include this if you wish them to use a password)

Yours sincerely

Your NAME