

Example

OFFICIAL SCHOOL LETTERHEAD

Example

CBC Reviewing Support
Barclaycard Business Corporate Risk
Barclaycard House
Massey Road
Stockton On Tees
TS17 6EX

[Date]

Dear Sir/Madam,

Please accept this letter as authorisation for Barclaycard Business to open a Government Procurement Card account on behalf of **XXXXXXXXXXXXXXXXX School**.

I would also like to confirm that **XXXXXXXXXXXX (named individuals) are/is** entitled to act on behalf of **XXXXXXXXXXXXXXXXXXXXXXXXX School**, in relation to setting up a Government Procurement Card account with Barclaycard Business.

I trust that this account will now be opened and that we will soon be in receipt of the Government Procurement cards.

Yours sincerely,

2 Officials Names and Signatures