

## **GUIDANCE FOR PRODUCING OFFICIAL LETTER**

To complete your application for a Barclaycard you are required to produce a letter of authorisation on official school headed notepaper. Please find attached an example of how the letter should be set out and produced.

In the second paragraph the head teacher's name should be inserted as the named individual (and/or one other key official).

The letter should be signed by the head teacher plus one other key official (e.g. deputy head, or bursar). It is important that the key officials named on your Barclaycard application form (part 9) should be the same in this letter. The two key officials should also sign the letter.

Once you have produced this letter it should be attached to the application forms and returned to Anne Banks in room SB008 Children & Young People's Finance.