

## **TEMPLATE LETTER TO SEND TO YOUR BANK**

Date

Name of Bank  
Address

Dear Sir

**Re: Client Money Protect (CMP) Membership requirement for a Segregated Client Money Account.**

We are currently applying for membership of CMP which is a client money protection Membership designed to protect client money held by Property Agents and Professionals. They require us to hold all client money in a segregated and ring-fenced client money account so that it, at no time, forms part of the assets of our business.

Accordingly we must supply CMP with a letter from our Bank in the form shown on the specimen attached.

We would be grateful if you would forward the appropriate letter to us as soon as possible to enable us to progress our membership application.

Thank you for your assistance and we look forward to hearing from you.

Yours faithfully

Name  
Firm

**TEMPLATE LETTER FOR APPLICANT FIRM'S BANK  
TO SEND TO APPLICANT FIRM ON THE BANK'S  
LETTER HEADED PAPER**

Date

Applicant Firm's Name  
Address

Dear .....

**Re: Applicant Firm's Name  
Client Money Account(s) No(s):**

We, [*name of bank*], confirm that the above account(s) is/are set up as (a) client money account(s). All money standing to the credit of the above account(s) is held by [*Applicant Firm's name*] as nominees and we are not entitled to combine the named account(s) with any other account(s) or to exercise any right of set off or counterclaim against money in that (those) client account(s) in respect of any sum owed to us on any other account of [*Applicant Firm's name*] or any of its subsidiary companies.

Yours sincerely

For and on behalf of [*name of bank*].