

## Template letter to your bank

Date

Name of bank

Address

Dear <name>,

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

We are currently applying for CMP membership which:

- is designed to protect landlords and tenants' money held by a letting agent
- requires us to prove that we hold all client money in a segregated, ring-fenced client money account so that it, at no time, forms part of our business' assets

This means we must provide CMP with a letter from our bank. For ease there is a template below.

Can you please send us the confirmation letter, as soon as possible, so that we can continue with our membership application.

With thanks

Name

Firm

## Template letter for the 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 credited to the above account(s) is held by [Applicant firm's name] as nominees.

We also accept that we:

- are not entitled to combine the named account(s) with any other account(s)
- cannot exercise any right of set off or counterclaim against money in that (those) client account(s) relating to any amount owed to us, on any other account of [Applicant firm's name] or any of its subsidiary companies

With thanks

<Name>

For and on behalf of [name of bank].