

Standing Order Letter

Please give to your **bank** to instruct the donation and notify the **LPPS Trust Fund Treasurer** that you have done so via the school office.

To: The Manager

Bank: _____
Bank Address: _____

From: _____
Address: _____

Date: _____

Dear Sir/ Madam

Please pay to the: Royal Bank of Scotland,
55 High Street,
Linlithgow

for the credit of the Low Port Primary School Education Trust

Account number: 00193255
Sort Code 83-24-25

A one off donation of £ _____

A monthly*/ quarterly*/ annual* sum from the ____/____/____ (date) of £ _____ and debit my

Account number: _____

Sort code: _____

Reference: _____ (first initial and surname)

This order is to subsist until recalled in writing.

Yours faithfully

Name: _____

Signature: _____ Date: _____

To bankers, please ensure that the **reference number** is quoted on all payments and note that this payment is to a **charitable organisation**.