LETTER HEAD

<Organisation Address>

<Organisation Details>

<Today's date>

To name of bank (address to the actual bank)

**Name: <Patient Name>**

DOB: <Date of Birth>

Address: <Patient Address>

NHS number: <NHS number>

**Information from GP records to assist with application for a bank account**

The above-named patient has requested confirmation of their current address (from the GP record). Their current registered address is above and they have had this address registered on our system since.............*insert..................*

[ ]  I can confirm that I have known this patient as their clinician since ...............*insert........................*

[ ]  I do not recognise this patient from professional contacts but have checked their photo-identification card for likeness and the same date of birth.

[ ]  No-one in the practice knows this patient personally and they have no photographic ID with a date of birth. Please advise if we can further assist.

Additional comments: …………………………………………………………..

Yours faithfully

Name: <Your Name>

On behalf of the ......................................GP Practice *(It needs to be a GP and the bank needs a pen signature)*

[[1]](#endnote-1)

1. This template has been created by TortureID as part of a bank of resources for NHS clinicians who are working with people who are seeking asylum. [www.tortureid.org](http://www.tortureid.org). It has been created by Dr Jo Miller who is a GP working with people seeking asylum. They are suggestions, drawn from practical GP experience, about how to respond to common requests.  They are not 'official' templates with the endorsement of any organisations. The asylum environment is fast changing, and materials are likely to need updating regularly. Each template needs to be read through, agreed and adapted to the needs of the service planning to use them. [↑](#endnote-ref-1)