QPARA Membership Secretary

92 Chevening Road

London

NW6 6DY

Dd/mm/yyyy

THE MANAGER

SOME BANK

Dear Sir or Madam

**Re: Standing Order – firstname… lastname… / Sort code: sort-code… / Account number: acct-number…**

Please find attached a standing order mandate from for your attention.

As instructed, would you please arrange for **£..** to be credited on 15 October 20.. (or the nearest date after that) to the account of the Queen’s Park Area Residents’ Association **(Sort Code 40-07-27 / Account 81242350)** and then **£..** each year on 1st October.

With many thanks, yours faithfully

Marika Szalanczi

QPARA Membership Secretary