

[Name and address]

[Insert date]

By email: [Insert email address]

Our Ref: [Insert reference from IRIS]

Dear

["Insert names of likely parties and description of work eg "Ms X v Company A, Employment law advice"]

Thank you for the documents confirming your ID and address. Please find below details of our Client Account where any payments can be made.

Payments can be made by bank transfer to our Client Account at the bank account detailed below. Please include the following reference with any payment: [Client surname/Month/Year].

Please notify us once the payment has been made to enquiry@natemplaw.co.uk and copied to me at [\[\[initials\]@natemplaw.co.uk\]](mailto:[initials]@natemplaw.co.uk).

Please note that we will need to be in receipt of any payment on account that is due before any work can be done.

**Please make remittance to:
Bank: Barclays, Harpenden
Account Name: Nationwide Employment Lawyers
Sort Code: 20-74-09
Account Number: 93755096**

Offices or meeting facilities at the following locations:

London: Berkeley Square, Canary Wharf, Clapham, Hammersmith, Holborn, Islington, Liverpool Street, London Bridge, King's Cross, Stratford, Victoria.
Birmingham, Brighton, Bristol, Cardiff, Croydon, Guildford, Hampstead, Kingston, Manchester, Milton Keynes, Reading, Richmond, Watford, Wimbledon.



We look forward to hearing from you.

Yours sincerely

[Name]

Nationwide Employment Lawyers

(This letter has been sent electronically and therefore bears no signature)

VAT Registration No: 117 4849 00

Offices or meeting facilities at the following locations:

London: Berkeley Square, Canary Wharf, Clapham, Hammersmith, Holborn, Islington, Liverpool Street, London Bridge, King's Cross, Stratford, Victoria.

Birmingham, Brighton, Bristol, Cardiff, Croydon, Guildford, Hampstead, Kingston, Manchester, Milton Keynes, Reading, Richmond, Watford, Wimbledon.

