[Insert your Full Name, Address Here & Telephone number]

POA Refunds Team   
7th Floor, Office of the Public Guardian   
PO Box 16185   
Birmingham   
B2 2WH

Date: [Insert todays date here]

Dear Sirs

Power of Attorney – Claim for a Refund

I am the Donor who registered my Lasting Powers of Attorneys for Property & Financial Affairs and Health and Welfare on the [insert registrations date if known].

or

I am the Attorney of [insert donor’s fuller name] who registered my Lasting Powers of Attorneys for Property & Financial Affairs and Health and Welfare on the [insert registrations date if known].

I believe I have a claim for a refund on the application(s).

Unfortunately the donor passed away on the [insert the date of death]. I enclose a copy of the death certificate and/or the grant of representation.

Please could any refund be issued by cheque made payable to ‘[insert payee]’, and sent to me at the above address.

I look forward to hearing from you.

Yours faithfully

[Insert your full name]