<DATE>

Dear <Colleague’s name>, <Metro Bank store Name>

To support one of my residents / our care leavers in opening a Metro Bank Account, I can confirm the following information about them:

* Full name:
* Date of birth:
* Nationality: (if non-UK/Ireland national, the resident will require a valid photo ID and Visa to open the account)
* How long the resident has lived in the UK:
* If moved from another country, please specify which one:

(Asylum seekers will need to provide an IND Applicant Registration Card (ARC) issued by the Home Office, and confirmation of their asylum support allowance or other income.)

* Current address, and how long living there:
* How long the resident will able to stay at their current address:

Yours sincerely,

Full name:

Signature: