Address and name of Treasurer (this should be the address and name to whom the bank statement is sent)

Lloyds Bank – xx Branch

Address of your branch

Dear Sirs

**WI name; sort code xx-xx-xx; account nr xxxxxxxx**

We have been advised by the National Federation of Women’s Institutes (NFWI) that Lloyds Bank is closing their Treasurer accounts and moving all such account holders to a Lloyds Community or Charity account from October 2025 onwards. We have been given to understand that the Community accounts for WIs like ours that do not have a registered charity number will charge c. £5 p.c.m.

The NFWI has been informed by Lloyds Head Office that the Bank will waive the fee for Community Accounts for one year until 2027 for WIs.

We therefore ask you to waive the fee in our case and refund any charges that might have been already deducted.

The xxxxxxxxWI is affiliated through the Wiltshire Federation of WIs (charity number 1197142) with the National Federation of Women’s Institutes (charity number 803793; company number 251 7690).

The xxx WI is a separate charitable entity that abides by the WI Constitution and charitable objects and, as such, should be eligible for this fee waiver. As our income is less than £5,000 p.a. we cannot obtain a charity number from the Charities Commission.

Please contact me if you would like any further information either by writing to the address above or by emailing me on insert Treasurer’s email address here.

Yours faithfully

Name of Treasurer

Treasurer of the xxxx WI