

Bank of Scotland  
PO Box 1000  
BX2 1LB

21 January 2019

Dear Team,

Account Name: Oakleaf Facilities Limited SIBA  
Account Number: 06189282  
Sort Code: 12-20-26

Please accept this letter as my request to transfer £10,000 (ten thousand pounds) to the account details below:

Bank: Allied Irish Bank  
Account Name: Oakleaf Facilities Limited SIBA  
Account Number: 04919088  
Sort Code: 23-83-96  
Payment Ref: OAKLEAF BOS

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Paul Groom

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Jane Groom

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Mark Rowthorn

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Janie Rowthorn