[On Firm’s Letter Head]

LionHeart, 1 Cornwall Street, Birmingham B3 2DX

[Date]

Dear Sirs,

We are pleased to inform you that [Firm’s Name] wishes to donate to LionHeart the

sum of £[Insert Amount] (the “Funds”), being unidentified client money which we are

permitted to donate to a charity of our choice in accordance with the best practice of

the Royal Institution of Chartered Surveyors (“RICS”) which is our regulatory body.

We confirm that, prior to the date of the donation, the Funds have been held by us for

at least three years and that all reasonable steps have been taken to locate the client(s)

who placed the money with us, as required by our regulator.

In the event that a client seeks the return of money that we have donated, we reserve

the right to request a refund from you of such monies (excluding any interest that

may have accrued had it been invested or retained in an interest bearing account)

within a period of three years from the date of the donation, subject to providing you

with appropriate evidence to demonstrate that the client has sought the return of

his/her money. The date of the donation will be deemed to be the date on which

LionHeart receives the Funds.

We look forward to receiving a confirmation of receipt of the Funds.

Yours faithfully,

……………………………….

[Authorised signatory] Date:

Signed on behalf of [Firm’s Name]