

Person's Address

Your Address

Dear [INSERT NAME]

I am just writing to let you know about my Power of Attorney (PoA).

I have asked [INSERT NAME/S OF ATTORNEY] to be my financial and welfare attorneys (for ease I'll just refer to them as 'my attorneys' in the rest of this letter). As my attorneys they will manage my affairs should I no longer be able to do so for myself. My PoA document gives the details of what they are entitled to do. I am happy for my attorney/s to show you this should you think it necessary.

It's helpful for you to know a number of other things, to ensure the PoA is administered the way I wish it to be, so I have included these too.

### ***Respecting My Wishes***

My attorneys are required to respect my will and present or past wishes, you may be able to assist them in what those would have been if they are unsure.

### ***Supporting me to make my own decisions***

My attorneys should be supporting me to make my own decisions. They should not be making decisions for me unless, even with full support, I cannot make these for myself. If they do have to make a decision for me this should be a decision which accords with that which I would have made myself had I been able, it should not be a substituted decision i.e. their decision, which may differ from that which I would have made.

### ***Adult with Incapacity Act Principles***

There are a set of principles (under the Adults with Incapacity (Scotland) Act 2000) which my attorneys are legally obliged to respect. You may wish to familiarise yourself with these. A good website to read these in easy terms is that of Sandra McDonald, EX-PG Ltd.

### ***Statement of Wishes***

If you have done a separate Statement of Advance Choice you may wish to mention this to the person you are writing to.

***Taking account of the views of others***

My attorneys are required to take account of the views of [relevant] others in reaching a decision. There may be occasions when you think you can offer them an alternative view; you should feel free to contact them about this if you feel it is necessary.

***Code of Practice***

There is also a Code of Practice which my attorneys are obliged to respect. You may wish to familiarise yourself with this. There is a link to the Code of Practice from Sandra McDonald's website.

***Keeping Records***

The Code of Practice requires an attorney to maintain a record of their actings; I have asked for this as part of the PoA (if you have).

***Confidentiality***

I have made it clear within the PoA what matters are confidential and what conversations or papers can be shared with, or shown to, others (if you have).

***Report Concerns***

If you do have concerns about the way things are being managed, and you cannot resolve these with the attorney directly, please feel free to report these. The Public Guardian is a statutory authority who investigates concerns of financial abuse, or maladministration. Their website, which is linked from Sandra McDonald's website, will tell you more about their Investigation Service.

***Attorney Support and Advice***

I appreciate that being an attorney is asking a significant responsibility. If you think my attorneys need some support or advice, even just for one off things and even if this will incur a cost, please encourage them to seek help.

***Solicitor***

I used [INSERT NAME & ADDRESS] solicitor for this, should there be any need to have to go back to someone.

Thank you for the help you can offer to me, via my attorneys, in making the Power of Attorney the effective document I wish it to be.

Yours sincerely,