

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 health 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 preferences, 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.

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.

Code of Practice

The Mental capacity Act 2005 (the law which governs this area) has a Code of Practice which places certain duties on my attorneys. You may wish to familiarise yourself with this.

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 will tell you more about the 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.

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,