**For Trip Leaders:**

Version **1**: For payment to the HHMC Club account

Dear \*

Thank you for your interest in my \*\*\* Trip. To secure you place please send your deposit of £\*\*\* to:

Sort code: 20-98-74

Account number: 50171867

Account name: Highdown HMC

Please use **\*[ trip name and year]** as the reference.

Would you please email me once you have paid the deposit? However please don’t expect an immediate acknowledgment : I will acknowledge receipt once I have had an opportunity to check the club bank account statement.

If you decide not to come, again please let me know.

Finally, please note that the deposit is non-refundable, except at the discretion of the Trip Organiser

**For Trip Leaders:**

Version **2**: For payment to your own Bank account

Dear \*

Thank you for your interest in my \*\*\* Trip. To secure you place please send your deposit of £\*\*\* to:

Sort code:

Account number:

Account name:

Please use **\*[ trip name and year]** as the reference.

Would you please email me once you have paid the deposit so I can check it has arrived?

If you decide not to come, again please let me know.

Finally, please note that the deposit is non-refundable, except at the discretion of the Trip Organiser