NCS Admin Team

PO Box 6562

Rugby

CV21 9QP

[Insert Date]

Letter of Authorisation regarding dispute between [Consumer name -V- Motor Trader]

NCS Case Reference Number: [….……………]

Dear NCS Admin Team

I refer to the dispute as referenced above and hereby give my full and informed consent for [Name of proxy] to bring this dispute on my behalf and for the National Conciliation Service including the NCS’s designated case handlers and officials, to discuss, correspond and take instruction from him/her on my behalf in relation to this matter

Sincerely

[add your signature here]

[add your full name here]

Please provide the full name/ address/ contact details for your proxy below.

Name;………………………………………………………………..

Address; …………………………………………………………….

Email; ……………………………………………………………….

Contact Telephone Numbers; ……………………………………….

Please return this form back to the NCS Admin Team at the above address or email to; [contactus@nationalconciliationservice.co.uk](mailto:contactus@nationalconciliationservice.co.uk)