[Your name]

[Address line 1]

[Address line 2]

[Address line 3]

[Postcode]

[Date]

[Pension provider name]

[Address line 1]

[Address line 2]

[Address line 3]

[Postcode]

Dear Sir/Madam

**Plan number: [plan number]**

**Date of birth: [date of birth]**

**National insurance number: [your NI number]**

**Plan start date: [enter date plan was started]**

I was a member of the [employer name] scheme from [date of joining pension] to [date of leaving pension].

Please let me know: [delete what doesn’t apply to you]

* the current value of my pension
* what contributions have been paid into my plan since it started
* how much pension and tax-free cash the plan is likely to pay out if I take my benefits at [your chosen retirement age]
* details of any changes
* details of any bonuses or rewards available under my plan, and the conditions attached to them
* the transfer value of my plan at [enter date]
* details of any charges for transferring to another pension provider
* details of the funds my pension is invested in
* whether I can change the investment funds, what choices I have, and details of any charges for switching funds
* the death benefits my plan will provide
* whether I’ve nominated anyone for the death benefits to be paid to
* how I nominate the person I want the death benefits to be paid to
* whether the plan includes contracted-out benefits, and the dates I was contracted out

My current contact details are shown above. I would be grateful if you could please update your records and send my annual statements to this address.

Please confirm whether I can access details of my plan online, and how I register for this service.

Yours faithfully,

[Your signature]

[Your name]