

SAMPLE LETTER

A.B.C. PENSIONS
123 HIGH STREET
NO WHERE
AB1 CD2

TEL NO:
DATE: 1 JANUARY 2007

REF: AB/123/345

MR J SMITH

Dear Mr Smith

We have tried to contact you at your last known address, but have been unable to do so. We have asked the Department for Work and Pensions to assist us by forwarding this letter to you. They have not provided us with your address. We need to contact you regarding information about your (pension/insurance policy).

Please complete the tear off portion below and return it to us at the address above. **Do not send to the Department for Work and Pensions.**

	Company name
	Address
	Tel No:
	Reference:
Name:	_____
Address:	_____

NI number:	_____
Signature:	_____

APPENDIX 4