[Your name]

[Address line 1]

[Address line 2]

[Address line 3]

[Postcode]

[Date]

[Employer name]

[Address line 1]

[Address line 2]

[Address line 3]

[Postcode]

Dear Sir/Madam

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

**Date of joining service: [start date]**

**Date of leaving service: [leaving date]**

I was a member of your company pension scheme from [date you joined pension] to [date you left pension].

Please let me know:

* the name of the pension provider the benefits are held with and their contact details
* my plan number
* the type of pension plan, and
* the last known address you have for me.

My current contact details are shown above. I would be grateful if you could please update your records and send any correspondence about my pension plan to this address.

Yours faithfully

[Your signature]

[Your name]