[Your name]

[Address line 1]

[Address line 2]

[Address line 3]

[Postcode]

18 February 2015

[Company]

[Address line 1]

[Address line 2]

[Address line 3]

[Address line 4]

[Postcode]

Dear Sir / Madam

**Name:** [Your name, and any previous names]

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

**Date of Birth:** [xx/xx/xxxx]

**Date of joining the company:** [xx/xx/xxxx]

**Date of leaving the company:** [xx/xx/xxxx]

I was a member of your company pension scheme from [xx/xx/xx] to [xx/xx/xx].

I would be grateful if you could let me know:

* My pension provider’s contact details
* My plan number
* The type of pension plan I have

In addition to the above, please can you update your records to reflect my up-to-date contact details and ensure that any correspondence is sent here:

Address: [as above / full address if different to above]

Telephone number: [home 00000 123 123 / mobile 00000 123 123]

Email address: [Your email address]

If there is anything else you need, do let me know.

Your sincerely,

[Your signature]

[Your name]