

SAMPLE LETTER

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

DATE: 01/02/2003
REF: AB/123/234

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 Treasury 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 it to the Treasury.**

**Company name
Address**

Name:	<input type="text"/>
Address:	<input type="text"/> <input type="text"/> <input type="text"/>
N.I. Number:	<input type="text"/>
Signature:	<input type="text"/>