

Dear ...,

**The Police Pensions Regulations
Transfer of Previous Police Service**

Following your appointment with the City of London Police on, I have received the enclosed certificate of service from your former police authority.

The details on the certificate have been noted on your file and input in the police pensions computer system. Therefore it is vitally important that you contact me immediately should you find any of the information on the certificate to be incorrect.

I trust that the position is clear to you, but should you have any queries regarding this matter please do not hesitate to contact

Yours sincerely