

Dear Sir/Madam

**Local Government Pension Scheme Regulations 2014**

**Re:** (scheme member's name)                      **NI No:**

I write in response to recent correspondence regarding the above named scheme member who has elected to transfer their pension benefits.

I have arranged for a payment of £\*\*\*\* to be credited to your bank account shortly.

Please find enclosed a copy of the transfer calculation.

If you have any queries please contact ....

Yours faithfully