

Dear Sir/Madam

**Local Government Pension Scheme - Interfund Adjustment**

**Re: (scheme member's name) National Insurance number: .....**

I refer to the above named person who ceased pensionable employment with the City of London on .....

As the member holds a deferred benefit with the City of London I have attached a copy of the scheme member summary print for your information. I will forward payment for the transfer upon receipt of a positive election from the member or after 12 months has expired from the date of re-joining the LGPS with you when aggregation will become automatic.

Please note all our transfer payments are made via **CHAPS**. If you are unable to accept CHAPS payments please confirm this on your payment request letter.

If you have any queries please contact .....

Yours faithfully