Sample letter for **defined contribution** pension

To: the Trustees of the XYZ Pension Scheme

<<Date>>

Dear Sirs

**Name: John Smith**

**National Insurance Number: AB123456C**

**Date of Birth: 1 January 1960**

Please can you send me the following information about my deferred pension in the scheme:

1. An up to date pension statement showing the most recent fund value.
2. A projection of what this might be worth at age 65, in today’s terms based on standard assumptions.

Yours faithfully