Transfer Out Department

NOVIA

Henry Street

Bath

BA1 1JS

12 February 2016

Dear Sirs,

**Name of Policy Holder: Paul Stirland**

**National Insurance No.: YZ764991B**

**Date of Birth: 06/02/1958**

**Policy No.: 156167**

I write to you on behalf of our mutual client Mr. Paul Stirland.

I would be grateful if you would send transfer out papers to the address below:

G H Millington

c/o Merchant Chambers

Suite 4

427-431 London Road

Sheffield

S2 4HJ

Please find enclosed a signed Letter of Authority.

If you require any further information, please do not hesitate to contact me.

Kind regards

Emily McAlister

**Pension Practitioner. Com**

Enc.