Pension Practitioner .Com   
Daws House  
33-35 Daws Lane  
London  
NW7 4SD

Marcia Baker  
4 Steadings Rise

Mere

Knutsford

Cheshire

WA16 0WB

Date: …….../…………/2013

Dear Sirs,

(Insert transferring scheme name here)…………………………………………………………………………………………………………………………………………………………

Please accept this letter as my instruction to transfer my pension benefits held in the above named scheme to my small self-administered scheme, which you act as Practitioner for.

In consideration of this, I confirm that you have not provided me with pension transfer advice on the suitability of this transfer. I understand that I am recommended to take independent financial advice on any pension transfer, as the benefits payable on retirement may be lower or greater than that payable from my self-administered scheme.

I agree to the payment of £250 plus VAT for you to administer this transfer on my behalf.

Yours sincerely