



[CLIENT\_NAME]  
[POL\_ADDRESS\_1]  
[POL\_ADDRESS\_2]  
[POL\_ADDRESS\_3]  
[POL\_ADDRESS\_4]  
[POL\_PCD]

**Scheme name:** [SCHEME NAME]  
**Plan type:** See note in DB  
**Plan number:** [POLICY\_NUMBER]

Dear [POL\_SALUTATION]

## Contributions to your workplace pension plan

The minimum level of contributions that needs to be made to your workplace pension plan under the Government's rules is due to increase from 6 April 2018.

As the contributions made to your plan are already at the new minimum or higher, there will be no change to your contributions at this time.

### Need more information?

You can check your plan contributions at any time by logging into our online service.

If you have any questions about contributions to your plan, please speak to your employer in the first instance.

Yours sincerely,

Richard Basham-Jones  
Head of Customer Experience

**[SERVICING\_DEPT\_TEL]**  
Mon – Thu, 8.00am – 6.00pm  
Fri, 8.00am – 5.00pm

**[SERVICING\_DEPT\_EMAIL]**

February 2018

**Use our online service**

Our online service is quick and easy to use and means you can view details of your plan whenever you want.

Visit  
**[PENSION\_SCHEME\_WEBSITE]**  
to login.

If you haven't registered already, you'll find full details of how to do this here too.

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