<ETB Headed Paper>

Name

Address

Date:

Dear <Name>,

Enclosed please find:

* A letter outlining Superannuation benefits and information in the context of requirements under the Family Law Acts with the following attachments:
  + Covering letter on the Superannuation Scheme and Family Law
  + Statement of your superannuation benefits for Family Law purposes
  + Explanatory Notes on the Statement
  + Model Pension Adjustment Order

Please note that the letter and attachments should be given to your Solicitor, should you wish to be represented by a solicitor.

Please use your PPS Number in all correspondence.

Should you wish me to deal directly with your Solicitor or to provide the documents referred to above to your spouse or to the Solicitor representing your Spouse, you should give me written permission.

Should you have any queries, please do not hesitate to contact me.

Yours sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

<Name>

Pensions Unit

<Contact details>