

Date: Day of 200

Outgoing Administrator's name
Address

Dear Sirs,

.....**PENSION SCHEME NAME**

We have appointed The IPS Partnership to take over the administration of the above pension scheme. IPS' professional trustee company will be appointed as professional trustee of the scheme.

IPS will be writing to you shortly and this letter authorises you to provide them with any information or documentation they may require.

Yours faithfully,

DIRECTOR