

Our reference:

Example letter



**The
Pensions
Regulator**

Making workplace pensions work

PO Box 332
Darlington
DL1 9PS

<<Addressee>>

<<Address>>

www.tpr.gov.uk/who



Your declaration deadline	
Your PAYE reference	
Your Letter code	

<<Date>>

Dear <<Addressee>>

Automatic enrolment: update your contact details

I wrote to you previously to outline the steps that you need to take for automatic enrolment. I am sure that your preparations are well underway, however the contact details we hold for you are incomplete.

Let us know who to email

We don't currently hold an email address for you. It is important that we have your correct email address and contact details so we can send you important information and reminders by email. If you are using someone to help you with your duties, for example an accountant, financial adviser or member of staff, tell us who this is and we will send them these emails.

Let us know who to contact by going to: www.tpr.gov.uk/who

Your duties

You have duties for automatic enrolment. What you need to do will depend on your circumstances. Use our online tool to easily find out what you need to do. Go to: www.tpr.gov.uk/confirm-duties

If you do not complete your legal duties, including submitting your declaration of compliance by <<Declaration deadline date>>, you may be subject to fines.

Yours sincerely

Darren Ryder

Director, The Pensions Regulator

