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PRIVATE & CONFIDENTIAL

Mr Phil Stone  
Shire Consulting Limited

The Chapel  
Barnsley Hall Road  
Bromsgrove  
Worcester. B61 0SZ

Date: 7 December 2009

Dear Phil

**PENSION SCHEME LOAN FACILITY**

Please find enclosed the original loan facility documents duly bound for your safekeeping.

We have completed our reporting requirements on this matter and will let you know if HMRC have any queries regarding this.

I attach the loan repayment schedule which should be adhered to otherwise their would be a tax penalty raised by HMRC for non compliance.

Finally, I enclose our invoice for £750 plus vat for our costs and our solicitor associated with the loan facility documents. I would be grateful if you could arrange early settlement as we have already paid the solicitor for their work on this.

Kind regards  
  
Yours sincerely

Gavin McCloskey

**For Pension Practitioner .Com**

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