Dear **XXXX**

The two most important things are (as per the transfer pack sent to you),

* Contributions no less than 100 per month are being made to **XXXXX SSAS.**
* And that you are being paid a salary from the sponsoring company.

Please find attached the below listed documents.

1. Pre completed Transfer out pack - Review, Sign, date, return by email
2. Authority Letter - Review, Sign, date, return by email
3. Company Contributions Letter - Review details, on company headed paper complete parts in Red, sign, return by email.
4. Company Employment Letter - Review details, on company headed paper complete parts in Red, sign, return by email.

We will also require you to return to us copies of.

1. Last 3 months payslips
2. 3 months personal bank statements with transactions showing salary paid from the payslips supplied

Once we have all these in place we can submit the transfer request.

**If you have any further questions please do not hesitate to contact me**