|  |  |
| --- | --- |
| Full name: |  |
| Address: |  |
| Email: |  |
| National Insurance number: |  |
| Pension scheme name: | Penfold Pension |

Pay As You Earn & Self Assessment  
HM Revenue and Customs  
BX9 1AS  
United Kingdom

Dear Sir / Madam,

I am writing to claim higher rate tax relief on pension contributions I have made in the following tax years:

In the tax year 6th April 2022 to 5th April 2023:

* My annual gross pre-tax earnings were: £
* My total pension contributions (including basic rate tax relief) were: £

Please could you arrange for this to be refunded directly via cheque sent to the address above. I look forward to receiving confirmation of receipt of this letter.

Yours sincerely,