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 year:

In the tax year 6th April YYYY to 5th April YYYY:

* My annual gross pre-tax earnings were: £
* My personal pension contributions, including basic rate tax relief and excluding employer contributions, were: £

My personal details are:

Name:

Address:

National Insurance number:

Please could you arrange for this to be refunded by sending a cheque to the above address.

I look forward to receiving confirmation of receipt of this letter.

Yours sincerely,