**Notice to Trustees – Acknowledgement of Receipt Template Letter**

Below you will find a template letter, which can be used when communicating with solicitors or parties in a family law case involving a member of the Single Scheme.

The template letter below can be used where a formal ‘Notice to Trustees’ is received by a Relevant Authority and requires formal acknowledgement.

Trustees should be notified as early as possible but in any event no later than 10 days in advance of a Court hearing if it is intended to seek a PAO or if any financial Orders are being sought.

## Private and Confidential

<<Title> <<Forename>> << Surname>>

<<Home Address 1>>

<<Home Address 2>>

<<Home Address 3>>

<<Dd/mm/yyyy>>

## RE: NAME and NAME: Family Law Act 1995/Family Law (Divorce) Act 1996 Your Client: XXX

Dear <Title> <Surname>,

I acknowledge receipt of Notice to Trustees dated X/X/X which was received in this office on X/X/X.

I wish to inform you that it is not the intention of the Trustees to attend any trial that may occur or to make representation. Please note that we require sight of draft Pension Adjustment Orders prior to submitting them to the Courts in order to ensure that the orders are capable of implementation.

Please note that Trustees can only act on valid Pension Adjustment Orders served on them by the court in accordance with the provisions of the Family Law Acts.

If you have any queries in relation to the above you can contact us at XXX or phone XXX, alternatively write to us at the address below.

Yours sincerely,

**<<Pension Administrator’s Name>>**

**<<Pension Administrator’s Department>>**