Pay As You Earn and Self Assessment

HM Revenue and Customs

BX9 1AS

United Kingdom

Dear Representative of HM Revenue and Customs,

I’m writing to make a claim for my higher rate tax relief on pension contributions I made in the 2024/25 tax year:

My personal information is as follows:

| **Name:** |  |
| --- | --- |
| **Address:** |  |
|  |  |
|  |  |
| **Email:** |  |
| **National Insurance number:** |  |

If any of the above details differ from those you currently have on record, please update accordingly.

In the tax year, from 6 April 2024 to 5 April 2025:

| **Pension provider:** | PensionBee |
| --- | --- |
| **My annual pre-tax earnings were:** | £ |
| **My pension contributions\* were:** | £ |

\*including the basic rate tax relief I received.

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.

Sincerely,