

The (*name*) Pension Scheme
(*address*)

2012

Roderick Ramage
Copehale
Coppenhall
Stafford ST18 9BW

Dear Sir,

The (*name*) Pension Scheme ("the Scheme")

We appoint you to be the solicitor to the trustees of the Scheme [to advise about].

The appointment takes immediate effect. The person to whom you are to report and from whom you are to take instructions is (*name*) or any two of the other trustees.

Please acknowledge receipt of this notice of appointment by signing and returning the acknowledgement and confirmation at the foot of the enclosed duplicate of this letter.

Yours faithfully,

[*on duplicate*]

I Roderick Ramage, acknowledge receipt of the above notice of appointment and confirm that I shall notify you immediately I become aware of the existence of any conflict of interest to which I am subject in relation to the Scheme.

date 2012

signature