

Name  
Address 1  
Address 2  
Town  
County  
Postcode

Date

Dear

### Suffolk Life – move to Direct Debit payment method

We have been advised by Suffolk Life, your SIPP provider that they are changing their payment method from standing order to Direct Debit.

Please find enclosed three forms for completion: a standing order cancellation to cancel your existing payment; a Direct Debit instruction to set up your new payment; and a contribution details form. All forms will need to be returned to myself by 30 October 2009.

Direct Debit is a more modern means of making payments, and you will probably be familiar with the process already as it is commonly used for utility payment collections and other financial services such as life and general insurance. Amongst the various benefits, is one that is key to you – the Direct Debit Guarantee. In the event of a dispute over an erroneous payment, the recipient will return the amount to the payer until the dispute is resolved.

Because of these benefits, I see no reason why the move to Direct Debit should not proceed.

Should you have any questions please do not hesitate to contact me.

Yours sincerely

Adviser name

Adviser firm