

Name  
Address 1  
Address 2  
Town  
County  
Postcode

Date

Dear

### Suffolk Life – new payment method

We have been advised by Suffolk Life, your (*delete as appropriate*) SIPP provider / landlord / employee's pension provider, that they are changing their payment method from standing order to Direct Debit.

There is no need for you to take any immediate action, as the changes are not due to be implemented until later in the year. If you would like additional information, Suffolk Life believe that the attached factsheet should answer the most common questions.

Suffolk Life will contact us later this year, at which point we will be in touch with you to facilitate the transition to the Direct Debit system. We have been assured that this can be achieved with a minimum of complication and paperwork.

Should you have any questions in the interim period please do not hesitate to contact me.

Yours sincerely

Adviser name

Adviser firm