## SAMPLE LETTER TO CLIENT

Dear <Client Name>

# Re: Account based pension Benefits

We have recently completed a review of the Fund’s assets and your account based pension account in the Fund as at 30 June <<Year-end>> which is set out below:

 **Your Account based pension account $ ............**

 **Your Age at the beginning of the year …........**

Based on the account balance and the legislative requirements for account based pensions, I have set out below the Minimum income stream which must be taken for the year ending 30 June <<Year-end>>. The tax on these amounts is also set out below:

The income stream taken will consist of:

 - Taxable component $ .................... ….%

 - Tax free component $ .................. ….%

**Minimum Income Stream *(represents the lowest income stream you must take):***

 Income Stream $ ......................

less Income Tax on income stream $ ......................

plus Pension Rebate allowed $ ......................

 NET BENEFIT $ ......................

You have a choice as to the income stream you are to take, between the minimum and your remaining account balance as outlined above. If you make no specific choice, the minimum pension will be paid to you. Please also indicate the method of frequency of payment required.

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

Yours sincerely,