

Email template for Change of Personal Details

To let us know that you have submitted your supporting documents, please send an email to pensions@richmondandwandsworth.gov.uk with **MSS – Change of Personal Details** in the subject line.

Including this in the subject line means that we will be able to quickly identify and respond to your email. You will also need let us know your personal information so that we can locate your record in our system. You can use the text below as a template:

Subject: MSS – Change of Personal Details

Dear Pensions Shared Service

The personal details you hold in your system need to be corrected. I have submitted supporting documentation via the Member Self Service website. Please update my record accordingly.

My personal details are:

(Enter Full Name)

(Enter National Insurance Number or Date of Birth)

(Enter name of Pension Fund i.e. Camden, Merton, Richmond and Wandsworth, or Waltham Forest)

Kind Regards