

**Sample letter from deferred member to former employer seeking ill health retirement**

<addressing to employer>

<my contact details> mail:

<my contact details> telephone

<date>

Dear Sir or Madam,

**Local Government Pension Scheme (LGPS)  
Request for Early Release of Deferred Pension Benefits**

I am a former employee of yours who has a deferred pension in the LGPS.

I would like to request early release of my LGPS benefits on the grounds of (\* please delete which of the following does not apply):

\*ill health, because I would now be permanently unable to perform my previous role on the grounds of the following physical or mental incapacity:< sufficient details to support the request>

\*compassion, given the following exceptional circumstances: <sufficient details to support the request>\*

I was employed in the following post <job title> between <date > and <date>.

My key responsibilities in that post were: <short summary or supply job description if possible>

My national insurance number is <NINO>.

My date of birth is <DOB>

I understand that, following receipt of this request, the process that you will follow will include the following:

1. You will acknowledge my request and, if appropriate, seek any additional information.
2. In respect of a request due to ill health you will seek my permission to access my medical records / contact my doctor and refer me to an independent registered medical practitioner appointed by you (i.e. not my own doctor) to request and review my case and, if appropriate, my medical records. This may involve a telephone consultation.
3. You will contact me with your decision about my request.
4. If you support my request, you will advise Worcestershire Pension Fund to process the release of my deferred pension benefits, providing, as appropriate, the ill health medical certificate.
5. If you decline my request, I will have the right to seek a review by an adjudicator and you will provide me with further information how to do this.

I would like the following person to act on my behalf in this matter <details of that person and their contact details>.

or

I look forward to hearing from you. I am aware that having provided a personal email address this will be used by you for contacting me.

Yours faithfully,  
<signature>