

(Insert name & address)

.....
.....
.....
.....

HM Revenue & Customs
BX9
1AS

Dear Sir/Madam

Your Reference 705/S2

My National Insurance Number

Date of Appointment

I have been appointment as a Constable in the Avon and Somerset Constabulary since the above date.

My Staff Association, the Police Federation of England and Wales, tell me that an agreement has been reached over tax relief on subscriptions since April 1994.

I understand that your Inland Revenue head office reference is:

SAPP/T1644/23/82/MA

I am required to pay, on a calendar monthly basis, various amounts over the last six years as follows: -

January	2009	to	December	2010	£17.55 per month
from	January	2011	to	present date	£21.58 per month

I therefore apply for relief on those subscriptions, as per the agreement outlined above.

I also wish to claim the relevant proportion of the £140 per annum also agreed by the Police Federation with you.

Thank you for your assistance in this matter.

Yours faithfully