

# Pension Scheme Application

Date: [Insert Date]

To,  
The Pension Scheme Administrator,  
[Pension Scheme Company Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Application for Pension Scheme Enrollment for International Worker

Dear Sir/Madam,

I am writing to formally apply for enrollment in the Pension Scheme offered by [Pension Scheme Company Name]. My name is [Your Name] and I am an international worker currently employed with [Your Employer's Name] since [Start Date].

As part of my employment contract, I am eligible to participate in the company's pension scheme, and I would like to ensure that I fulfill all necessary requirements to be enrolled effectively.

Attached with this letter are the following documents for your reference:

- A copy of my passport
- A copy of my employment contract
- Proof of address
- Additional documentation as required

I appreciate your assistance in processing my application and look forward to your prompt response. Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Address]  
[City, State, Zip Code]