

# Government Pension Scheme Contribution Revision

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Department Name]  
[Government Agency Name]  
[Agency Address]  
[City, State, Zip Code]

Subject: Request for Revision of Government Pension Scheme Contributions

Dear [Recipient Name],

I am writing to formally request a revision of my contributions to the Government Pension Scheme. My details are as follows:

- Name: [Your Name]
- Pension Reference Number: [Your Pension Number]
- Date of Birth: [Your Date of Birth]

Due to recent changes in my financial situation, I believe that a revision of my contribution rate is necessary to better reflect my current circumstances.

I kindly ask you to review my request and provide guidance on the next steps involved in this process. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]