



Recipient Full Name
Company Name (where applicable)
Address Line 1
Address Line 2
Address Line 3
Postcode

Our Ref: ref
Date: 14/03/2022

Dear name

IMPORTANT – PLEASE RESPOND TO THIS LETTER

Who are we?

The Tracing Group Ltd., work with financial services organisations throughout the UK. We help these companies to maintain accurate records for their members. Please see the Frequently Asked Question section of our website for further information <https://www.thetracinggroup.co.uk/faqs>.

Why am I writing to you?

DHL Group Retirement Plan has asked us to locate **bm_namemaster** who, according to their records, **bm_sentence**. Please note, DHL have acquired the pension schemes of **AEI, Exel, Express, Global Forwarding, Ocean, Tibbett & Britten** as well as numerous others. The pension scheme would like to contact this member regarding their pension.

What do you need to do next?

If you are the person, or know the person named, please contact me. The quickest way to do this is by scanning this QR code using the camera on your smartphone which will take you to the online form. Or go to www.thetracinggroup.co.uk. Then click 'Have you received a letter?' and use password **OV2017** (please note the first two characters are capital letters). You will also need your reference number which is **bm_ourref**. If you are unable to complete the form online, please complete the attached form.



Is this letter not relevant to you?

If you only know a few details about this person, or if you don't know this person at all, please can you still contact me either by using the online form or the enclosed form. This is so that I can either pursue a different route, or eliminate you from further enquiries.

What happens next?

The Tracing Group are paid entirely by our clients and you will not be charged. I understand that providing personal information is something everyone is cautious about and would like to reassure you that The Tracing Group fully adhere to Data Protection legislation and are GDPR compliant. Your information will be provided to the **DHL Group Retirement Plan** and will not be shared or sold to other organisations. Once all the necessary checks have been made, you will then be contacted directly by them. Please be advised this can take up to six months.

Kind regards

bm_rname
bm_rtitle

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