HM Inspector of Taxes

*(Insert appropriate tax office address)*

Date:

Dear

I am writing to claim tax relief on subscriptions I have paid over the last *(insert number of years)* years to the Association of University Administrators (AUA).

I am informed that AUA subscriptions have been approved for tax relief under Section 201 of the Income and Corporation Taxes Act 1988 with effect from 1 April 1993. (Ref: SAPP/T1644/19/1994/JEM)

I have been a member of AUA since *(insert appropriate date)* and have paid subscriptions as follows:

(insert subscription fees information)

I am employed by *(insert employer),* reference *(insert employer's tax reference)*.

My National Insurance Number is *(insert NI number)*.