

Letter to the pension fund

Example prepared with the LPP letter generator

INFORMATION

The pension fund to contact is that of your current employer. If you are temporarily not in gainful employment (e.g. unemployed), contact the foundation that manages your vested benefits account. If part of your assets is held in a **vested benefits account or policy**, also send a letter to each of these institutions.

01 Content of the certificate

The court needs a certificate showing your pension assets **at the date of the marriage** and **at the date of filing of the divorce petition**. The certificates requested by both spouses must cover **the same period**.

02 Filing date

Give the expected date of filing of the divorce petition: allow about one month after sending the letter.

03 Online generator

The **LPP letter generator** is available online.¹ It prepares the letter, ready to be sent in a window envelope (window on the right or on the left). Letter templates in Word and LibreOffice format (in French) are also available online.²

The letter can be written in English or in French. Swiss pension funds usually correspond in French, German or Italian: if you are not sure that yours accepts letters in English, choose French.

The example on the next page was prepared with this generator. **The names, addresses, dates and AHV/AVS number are fictitious.**

¹ https://avocat.anthonioz.ch/lettres/LPP/Generateur_LPP_EN.html

² On the Divorce page of the website: https://avocat.anthonioz.ch/divorce_EN.html#LPP

Marie Exemple

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REGISTERED

Example Pension Fund

Benefits Department
PO Box 1234
1211 Geneva 2

Geneva, 2 March 2026

Subject: LPP certificate for divorce – division of the 2nd pillar

AHV/AVS no.: 756.1234.5678.97

Dear Sir or Madam,

I am writing to inform you that my spouse and I have decided to initiate divorce proceedings by mutual consent.

In connection with these proceedings, I should be grateful if you would send me by post the usual certificate for the division of occupational pension assets, including in particular the following information:

Pension assets at the date of marriage:

12 June 2010

Pension assets at the date of filing of the divorce petition:

1 April 2026

Thank you in advance for your reply.

Yours faithfully,

Marie Exemple