**Suggested letter: (you need to insert your own details where items are shown in italics)**

*Your home address*

Pay As You Earn and Self Assessment

HM Revenue and Customs

BX9 1AS

United Kingdom

*Date*

Dear Sir

**Claim for marriage allowance**

We wish to claim the marriage allowance for 2023/24 and subsequent years\*.

The relevant amount of personal allowance should be deducted from *insert name of person who is giving up part of their personal allowance*, National Insurance number *insert the number* and the relevant tax reduction given to *insert name of person and their gender who will use the tax reduction*, National Insurance number *insert the number*.

Yours faithfully

Signed *insert name of person who is giving up part of their personal allowance*

Signed *insert name of person who will use the tax reduction*.

[Both spouses or civil partners should place their signatures above]

\* Note that if the claim is to cover years before 2023/24, those tax years should be stated explicitly. From 6 April 2023, it is not possible to backdate the claim to a tax year before 2019/20. A claim for a year before 2023/24 may NOT automatically carry forward.