

Retirement Fund Performance Inquiry

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the performance of my retirement fund associated with my account, [your account number or reference]. As I approach retirement, I am keen to understand how my investments have been performing and any factors influencing their growth over the past year.

Could you please provide me with a detailed report on the current performance of my retirement fund? Additionally, I would appreciate any insights on the projected outlook for the coming months and any suggested adjustments I should consider.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]