

Follow-Up on Retirement Benefits Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my application for retirement benefits submitted on [Insert Application Date]. I want to ensure that my application is being processed and to inquire if there are any further documents or information needed from my side.

As I am looking forward to transitioning into retirement, I would greatly appreciate any updates regarding the status of my application. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]