

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Human Resources Department
Company Name
Company Address
City, State, Zip Code

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to inquire about the payout schedule for my retirement benefits. As I prepare for my upcoming transition into retirement, I would like to understand how and when my retirement benefits will be distributed.

Specifically, I would appreciate details regarding:

- The frequency of payments (monthly, quarterly, annually, etc.)
- The start date for the payouts
- Any options available for how the benefits can be disbursed

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

Sincerely,
[Your Name]