

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the status of my retirement benefits. I have recently completed my employment with [Company/Organization Name] and I would like to confirm the details regarding my retirement benefits and any actions that are required on my part.

Could you please provide me with information regarding:

- The status of my retirement benefits application
- The expected timeline for processing
- Any documentation or additional information you may require from me

Your assistance in this matter would be greatly appreciated. Thank you for your attention to my inquiry, and I look forward to your prompt response.

Sincerely,

[Your Name]