

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Inquiry Regarding Retirement Benefits Eligibility

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the eligibility criteria for retirement benefits offered by [Company Name]. As I plan for my future, it is important for me to understand the requirements and options available in order to make informed decisions.

Could you please provide detailed information regarding:

- The age and tenure requirements for eligibility.
- The type of retirement plans available.
- Any necessary documentation required for application.
- Other factors that may influence eligibility.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]