

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the retirement benefits options available to me as I approach my retirement date of [Your Retirement Date].

Specifically, I would like to understand the following aspects:

- Details on the different retirement plans offered.
- Eligibility requirements for each option.
- Any implications of choosing one option over another.
- Deadlines for making decisions regarding my retirement benefits.

Thank you for your assistance in this matter. I appreciate your help in providing the necessary information to make an informed decision about my retirement.

Sincerely,

[Your Name]