

Insurance Bonus Declaration for Retirement Savings Plan

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient's Position]

[Insurance Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally declare my insurance bonus for the retirement savings plan associated with my policy number [Insert Policy Number]. I am eager to confirm my eligibility for the bonuses outlined in the policy, which is critical for my financial planning.

As per the terms of my policy, I understand that I am eligible for a bonus based on [mention the criteria such as tenure, amount invested, etc.]. I kindly request that you provide me with a detailed statement reflecting the bonus amount accrued up to this point.

Additionally, please let me know if there are any further actions required on my part to facilitate this process.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Contact Information]