

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request a consultation regarding retirement planning. As I approach this significant life transition, I would like to gain insights into effective strategies to ensure financial stability and security in my retirement years.

Could you please let me know your availability for a meeting? I am looking forward to discussing my options and planning for a comfortable retirement.

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

Sincerely,

[Your Name]