

Inquiry About Pension Plan Enrollment

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the enrollment process for the pension plan offered by [Company Name]. I would like to understand the eligibility criteria, enrollment deadlines, and any necessary documentation required to participate.

Additionally, I would appreciate any information regarding the benefits and options available under the plan.

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

Best regards,

[Your Name]