

401(k) Plan Details Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request detailed information regarding the 401(k) plan offered by [Company Name]. Specifically, I would like to understand the following aspects:

- The eligibility criteria for participation.
- The contribution limits for both employer and employee.
- The available investment options within the plan.
- The vesting schedule for employer contributions.
- Any fees associated with the plan.

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

Sincerely,

[Your Name]