

Inquiry Regarding Employer-Sponsored Retirement Plan

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to inquire about the employer-sponsored retirement plan that is available to employees at [Company Name].

Specifically, I would like to know more about the following aspects:

- The types of retirement plans offered.
- Eligibility requirements for participation.
- Contribution limits and matching details.
- Investment options available within the plan.
- Any additional benefits related to the retirement plan.

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

Sincerely,

[Your Name]